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ABSTRACT

Suggestions are given to aid school administrators, area directors, teachers, advisory committees, and architects in planning for the home economics occupational education facility. Requirements are listed for space and equipment for instructional classrooms, laboratories, and laundry and storage areas, as well as space allocation in square feet and cost estimates for laboratory equipment. A glossary of terms and a list of selected sources for facilities planning are appended. (BC)

ED042883

Home Economics Occupational Education.

THE PHYSICAL LEARNING ENVIRONMENT for TEACHING:

- CHILD CARE SERVICES
- CLOTHING SERVICES
- FOOD SERVICES
- HEALTH SERVICES
- HOME FURNISHINGS SERVICES
- HOUSEKEEPING SERVICES
- MANAGEMENT SERVICES

VT010393

THE UNIVERSITY OF THE STATE OF NEW YORK/THE STATE EDUCATION DEPARTMENT
BUREAU OF SECONDARY CURRICULUM DEVELOPMENT/ALBANY,NEW YORK 12224

ED042883

HOME ECONOMICS

OCCUPATIONAL EDUCATION

THE PHYSICAL LEARNING ENVIRONMENT

For Teaching:

- **Child Care Services**
- **Clothing Services**
- **Food Services**
- **Health Services**
- **Home Furnishings Services**
- **Housekeeping Services**
- **Management Services**

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FOREWORD

A major goal of modern education is to prepare youth and adults to enter the employment market. The Bureau of Home Economics Education is one of several units of the New York State Education Department responsible for supervising an occupational education curriculum. The occupational education aspect, one of two aspects of Home Economics Education, focuses on helping individuals to perform effectively in service occupations involving the use of home economics knowledge and skills.

It is important that the highly specialized physical environment necessary for the Home Economics Occupational program be appropriately planned and utilized to promote development of job competence. This publication provides guidelines in establishing and utilizing physical facilities for effective training in the various curriculum patterns available through Home Economics Occupational Education.

The Department is grateful to the writers who developed and organized the bulletin content: Mrs. Mary Lillian Bowen, Home Economics Occupational Coordinator-Counselor in Hempstead High School and Mrs. Jane Guest, Home Economics Occupational Education Teacher in Allegany County Occupational Center, Belmont. The bulletin was initiated and developed under the direction of Miss Laura M. Ehman, Chief, Bureau of Home Economics Education, and coordinated by Dr. Ruth-Ellen Ostler, Associate, Bureau of Home Economics Education, Mr. Earl Hay, Supervisor, and Mr. Alvin Rubin, Associate in Vocational Curriculum Development, Bureau of Secondary Curriculum Development. Mr. Charles J. Poskanzer, Associate, Educational Facilities Planning reviewed the manuscript for his division.

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MESSAGE TO TEACHERS

Effective instruction in occupational education is, in part, a function of adequate and appropriate facilities. This bulletin has been prepared to assist chief school administrators, school business administrators, area directors, teachers, advisory committees, and architects to provide and effectively use space and equipment for Home Economics Occupational Education programs. The publication is designed to serve as a useful guide, not as the prototype for all facilities in this field.

Important considerations in relating facilities to curricular objectives are interpreted in Part I. Part II provides suggestions concerning choice and arrangement of appropriate space and equipment in relation to work centers for the three basic space areas needed for each Home Economics Occupational Education curriculum: classroom instructional, laboratory, and laundry-storage. Various ideas for utilization of this physical environment to the best advantage in varied training situations are presented in Part III. A selected resource list and a glossary of terms as used in the bulletin are included to aid the reader.

Further assistance in implementing the suggestions and ideas contained in this publication is available from the Bureau of Home Economics Education. Reactions of school personnel relative to the usefulness of the material will be welcomed.

Laura M. Ehman
Chief, Bureau of Home Economics Education

John E. Whitcraft
Director, Division of Occupational Education

PART I. RELATIONSHIP OF HEOE FACILITY TO CURRICULUM

The Home Economics Occupational Education program's major purpose is the development of those attitudes, appreciations, understandings and salable skills which will enable individuals to perform effectively in beginning level occupations. Serving as a partner to Home Economics Homemaking-Family Living Education, the Home Economics Occupational Education aspect utilizes home economics knowledge and skills in achieving the overall program goal.

Occupational Education Curriculum in Home Economics

The occupational education aspect of Home Economics Education is designed to meet the needs of persons who are generally motivated and well-adjusted and to serve those with identified special needs. Programs may be developed and administered in area centers and local school districts where feasible. Training plans are sufficiently flexible to be locally developed in terms of the interests and needs of specific groups of students, and to be adapted to the local and larger employment markets.

Programs are available in seven occupational fields. The first six fields are appropriate for in-school youth, out-of-school youth, and adults, and the seventh for adults only. The seven Home Economics Occupational Education fields are:

Child Care Services
Clothing Services
Food Services
Health Services
Home Furnishings Services
Housekeeping Services
Management Services

Training focuses on preparation for clusters of service jobs for entry employment in each field. Within each job cluster there are levels of training which provide for variation in individual potential. Facilities should be planned in relation to the clusters selected for training and reflect actual job situations. The training guide for each program should be examined before undertaking the selection of space and equipment.

The seven fields with several selected occupational titles are identified in Chart 1. Titles included in the chart are representative of job clusters. The linking chain theme of the chart indicates that there are some common understandings and skills among the job clusters within each occupational field, as well as some related understandings and skills among the several occupational fields.

The Nature of an Effective Training Environment

Space and equipment are essential tools of learning, providing the setting in which all facets of the program may function. This section describes the components, location, and characteristics of a physical environment which promotes the development of occupational competence.

CHART 1 SELECTED JOB TRAINING OPPORTUNITIES THROUGH HOME ECONOMICS OCCUPATIONAL EDUCATION

CHILD CARE SERVICES	INFANT NURSE	NURSERY SCHOOL ATTENDANT	PLAYROOM ATTENDANT	CHILD DAY CARE CENTER WORKER	COTTAGE PARENT HELPER
CLOTHING SERVICES	DRESSMAKER HELPER	ALTERATIONS SEAMSTRESS	ALL-AROUND PRESSER	WARDROBE MISTRESS ASSISTANT	HOME CLOTHING MAINTENANCE SPECIALIST
FOOD SERVICES	WAITER/WAITRESS	FOUNTAIN WORKER	PANTRY WORKER	KITCHEN HELPER	CATERER HELPER
HEALTH SERVICES	NURSES AIDE/ORDERLY	HOME HEALTH HELPER	GERIATRIC AIDE	PHYSICAL THERAPY ATTENDANT	MEDICAL SUPPLY AIDE
HOME FURNISHINGS SERVICES	UPHOLSTERER HELPER	DRAPERY SEAMSTRESS	FURNITURE REFINISHING AIDE	DECORATOR AIDE	DISPLAY AIDE
HOUSEKEEPING SERVICES	HOTEL - MOTEL MAID	LODGING FACILITIES ATTENDANT	HOMEMAKER ASSISTANT	PERSONAL MAID	LINEN - SUPPLY ROOM ATTENDANT
MANAGEMENT SERVICES	COMPANION TO CONVALESCENT, ELDERLY, HANDICAPPED	HOME HEALTH AIDS	VISITING HOMEMAKER	MANAGEMENT AIDS	HOUSEMOTHER

Components

Desirable facilities for Home Economics Occupational Education include three basic areas. These may be separate adjacent rooms or located within one flexible space. The three areas are:

A. *Instructional classroom area* for content presentation
B. *Laboratory area* for trainee practice of skills
C. *Laundry-storage area* for instruction in the care of such items as: uniforms, linens, draperies, children's clothing; and for storage of trainee and instructional materials, equipment, supplies

Location

In determining the placement of a Home Economics Occupational Education facility within a building, it is important to consider its relationship to other programs, opportunity to share equipment in such areas as *instructional* and *laundry-storage*, accessibility by persons involved in the program, proximity to service facilities, such as lavatory and locker areas. A ground floor location with an outside entrance is especially desirable for certain programs such as Child Care Services and Food Services. For the Child Care Services program this will facilitate access to the child care *laboratory* by children and their parents, and to the outdoor play center by children, trainees, and teachers. Daily deliveries for the Food Services program can be accomplished more easily when the facility is near an outside or service entrance.

Characteristics

The physical environment should be designed to provide for:

- A wide variety of direct and vicarious group, individual, and interprogram learning experiences appropriate to curricular aims
- Ease of supervision
- Multi-use of space
- Rearrangement of work centers to reflect different job situations

Some relevant characteristics include:

- *Flexibility of space* - use movable partitions, screens, folding or sliding doors
- *Flexibility of equipment* - use portable, demountable, mobile, divisible equipment
- *Safety, convenience, and durability of equipment and installations* - provide well-constructed, adequately installed, and easily maintained equipment
- *Appropriateness of equipment* - provision of items which are up-to-date and in harmony with building
- *Adequacy of storage* - provide for units of appropriate size and nature to accommodate equipment and supplies necessary to the training program

PART II. SELECTION OF SPACE AND EQUIPMENT

An everexpanding array of interesting spacial concepts and innovative equipment for the various occupational fields makes the planning of a facility for Home Economics Occupational Education a challenging and exciting experience. It is desirable to investigate a wide variety of equipment, products, and resource materials.

Suggested Space and Equipment Needs

Sufficient space should be planned to permit development of each training facility in terms of the characteristics identified in the previous section. In Chart 2, *Space Allocation and Equipment Cost Estimates*, minimum space needs are listed for the three basic areas to provide an adequate facility in each curricular field. When two or more programs are planned, space need not be duplicated for every program. Through careful scheduling, certain areas sometimes may be shared. Those curriculums for which such adjustment is possible are indicated on Chart 2.

The cost of equipping the *laboratory area* is a major concern in planning the training facility. To aid the planners, a range is provided in Chart 2 as an estimate to cover the cost of the minimum equipment and furnishings for the *laboratory area* of each program field.

Suggested space relationships and lists of minimum equipment for the three basic areas follow Chart 2.

To provide freedom of investigation and choice by the purchasing agent and instructor, specifications are not included. It would be helpful for any Home Economics Occupational Education instructor or coordinator to accumulate a file of catalogs and other information concerning space planning and equipment for the various *laboratory areas*.

CHART 2 - SPACE ALLOCATION AND EQUIPMENT COST ESTIMATES

Home Economics Occupational Education Curriculums	Suggested Space Allocation (Square Feet)			Cost Estimates for Laboratory Equipment
	Instructional Classroom	Laboratory	Laundry-Storage	
CHILD CARE SERVICES[2]	600	1000 Indoor 4000 Outdoor	300	$ 4- 6,000
CLOTHING SERVICES[1,3]	600	1500	--	$ 8-10,000
FOOD SERVICES[2]	600	1200	300	$20-30,000
HEALTH SERVICES[1,2]	600	1200	300	$ 8-12,000
HOUSEKEEPING SERVICES[1,3]	600	1500	--	$10-12,000
HOME FURNISHINGS SERVICES[1,3]	600	1500	--	$10-12,000
MANAGEMENT SERVICES[1,3]	600	1500	--	$10-12,000

[1]Programs which may share Instructional Classroom Area

[2]Programs which may share Laundry-Storage Area

[3]Space for the Laundry-Storage Area is included in the work centers of the 1500 square foot Laboratory Area

A. INSTRUCTIONAL CLASSROOM AREA

Space Relationships

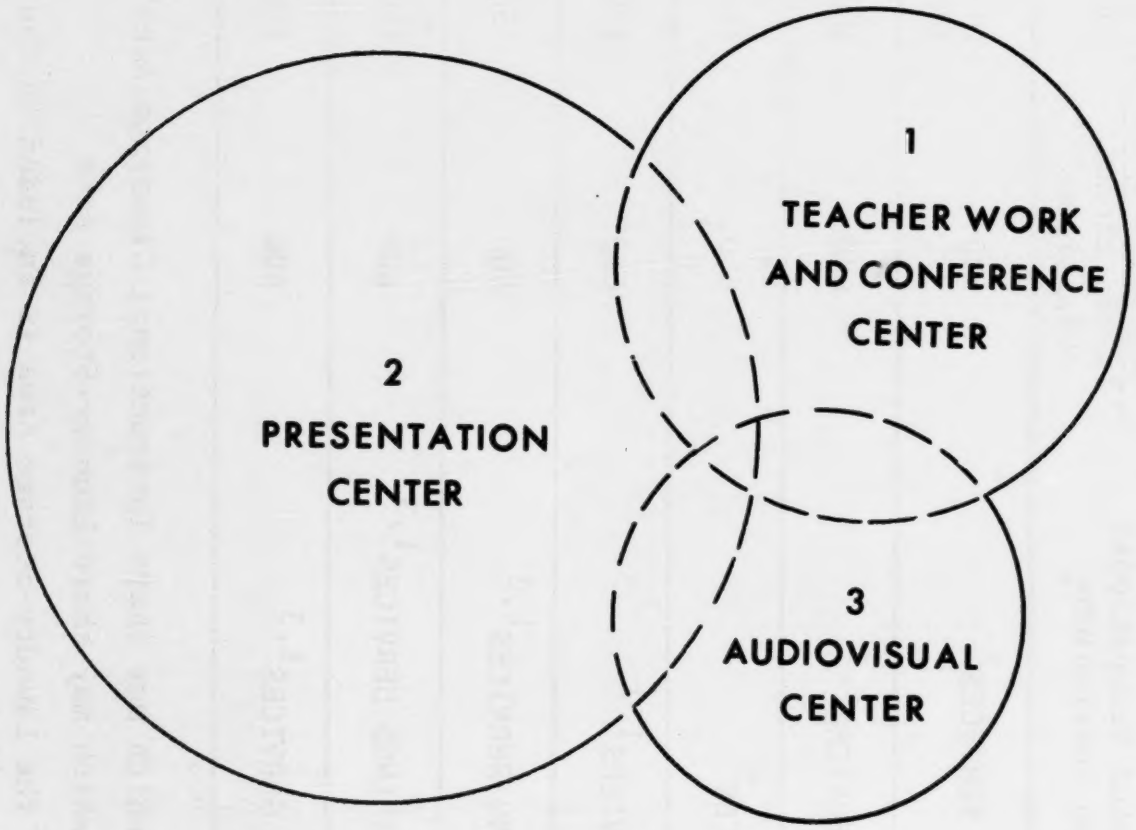
Three work centers comprise the area for the *instructional classroom:*

1) Teacher Work and Conference Center
2) Presentation Center
3) Audiovisual Center

This area should be equipped with flexibility as its keynote.

The *instructional classroom area* may be incorporated in a single *laboratory* or may be centrally located to be shared by a maximum of three programs. Food Services and Child Care Services each require an individual *instructional classroom area.*

The diagram below identifies each center in the *instructional classroom area* and illustrates the general location of centers in relation to one another for effective utilization of space and construction features.



Minimum equipment for the *instructional classroom area* is organized in terms of the three centers to be included. Quantities listed are sufficient for use by one class of 20 trainees during a scheduled period. If the *instructional classroom area* is shared, teacher work and conference equipment should be provided within the *laboratory areas*. Center 1 may be omitted in a shared plan.

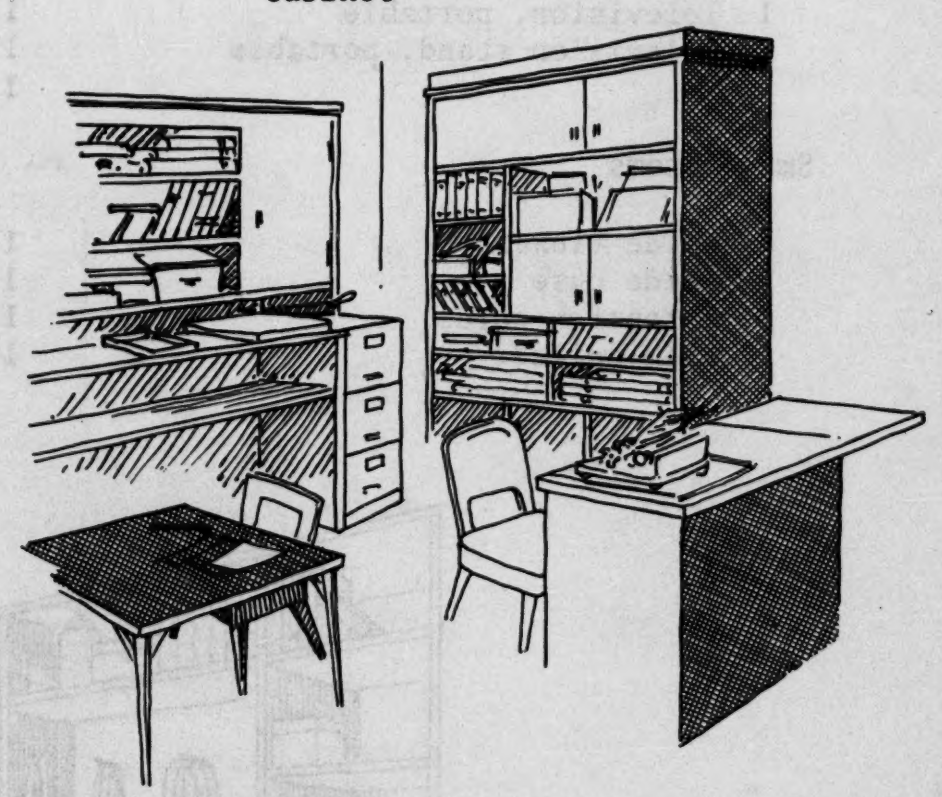
1 - Teacher Work and Conference Center

Large items

- 1 Desk with file drawer and typewriter bin
- 1 Typewriter
- 1 Large table
- 1 Four-drawer filing case
- 1 Wide bin, shelf storage cabinet

Small items

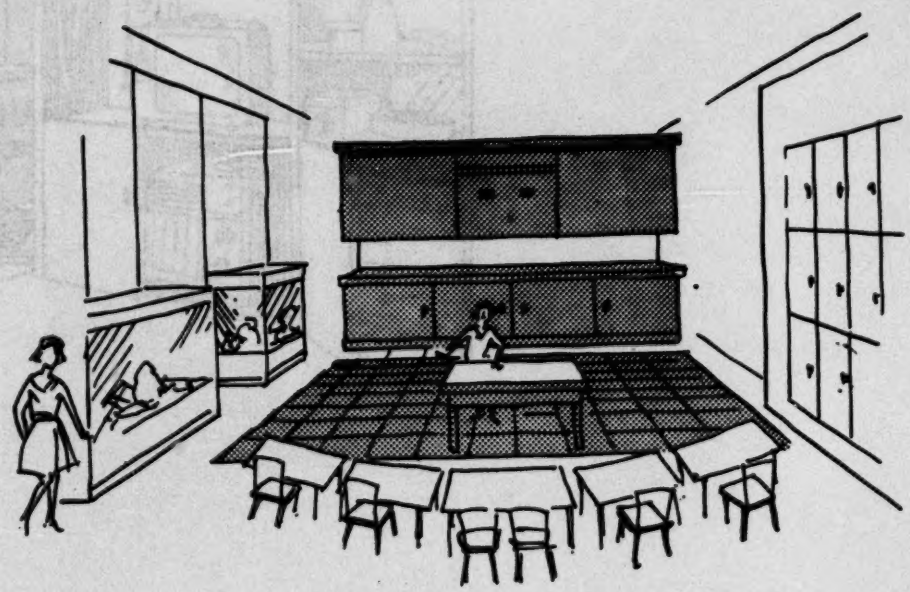
- 1 Heavy-duty stapler
- 1 Standard stapler
- 1 Paper cutter
- 1 Adjustable bookshelf unit
- 4 Library boxes
- 1 Locked storage unit
- 1 Teacher chair
- 1 Conference chair
- 1 Large planter



2 - Presentation Center

Large items

- 20 Chairs
- 5 Folding tables
- 1 Adjustable shelf unit
- 1 Storage unit
- 1 Lectern
- Chalkboard(s)
- Tackboard(s)



Equipment — Instructional Classroom Area

3 - Audiovisual Center

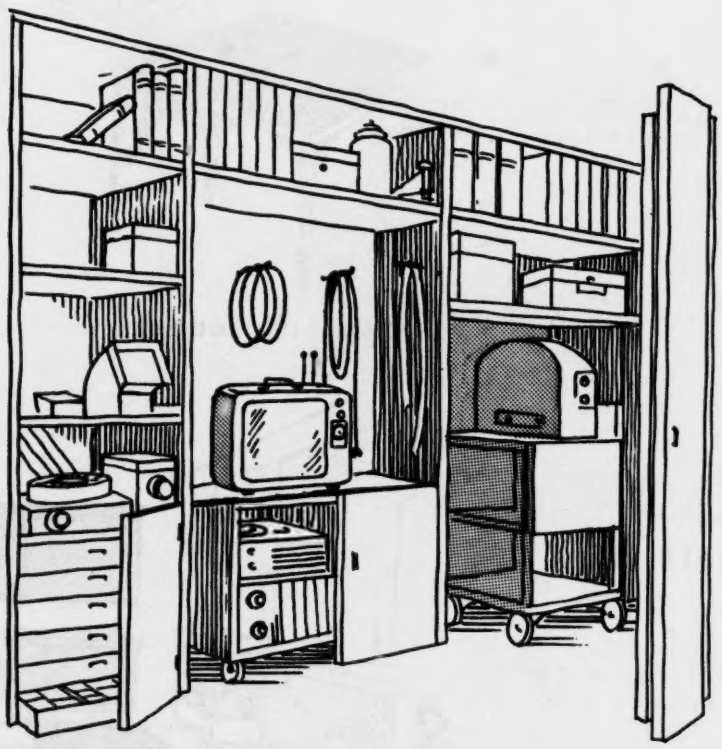
(If not readily available in a central facility elsewhere in the building)

Large items

1 Record player, three speed
1 Cabinet, record
2 Study carrels, equipped with visual and/or listening devices
1 Tape recorder
1 Tape recorder storage dolly
1 Tape storage drawer
1 Television, portable
1 Television stand, portable
1 Projection screen, lenticular
1 Projector, sound movie
1 Projector stand, portable
1 Display case
1 Catalog shelf
1 Radio
1 Filmstrip drawer
1 Projector, filmstrip
1 Projector, overhead
1 Storage unit, film

Small items

1 Slide viewer
1 Slide case
3 Extension cords
1 Film splicer
1 Easel, adjustable
1 Flannel board
1 Magnetic board
1 Peg board



B. LABORATORY AREA - CHILD CARE SERVICES

Space Relationships

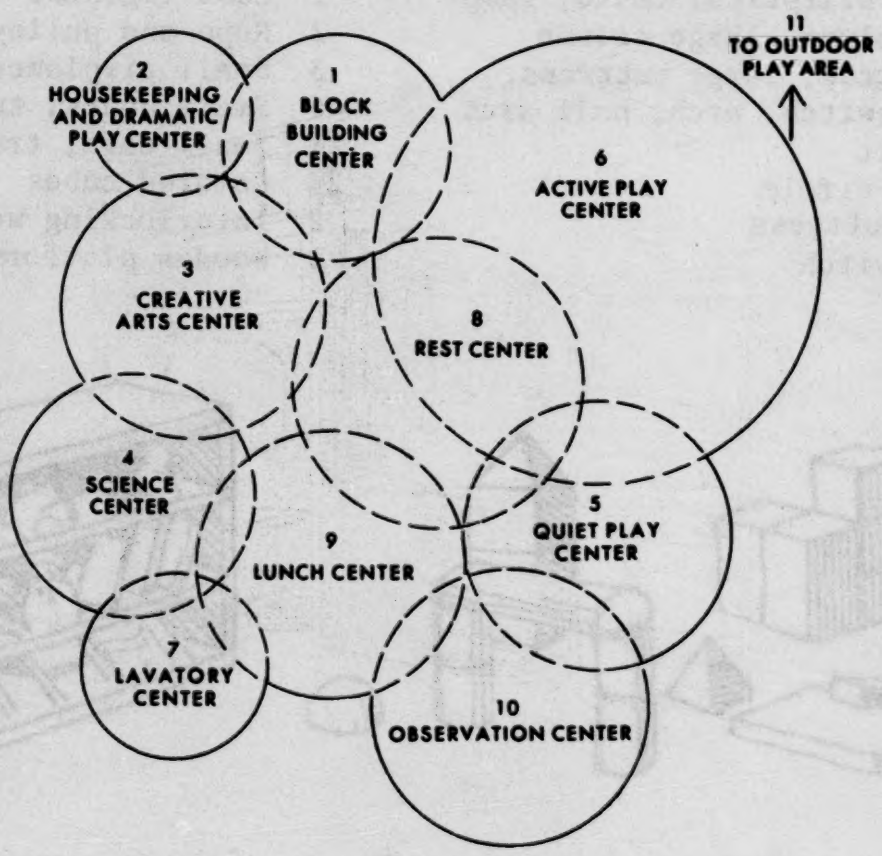
Eleven work centers comprise the *laboratory area* for the Child Care Services program:

1) Block Building Center
2) Housekeeping and Dramatic Play Center
3) Creative Arts Center
4) Science Center
5) Quiet Play Center
6) Active Play Center
7) Lavatory Center
8) Rest Center
9) Lunch Center
10) Observation Center
11) Outdoor Play Center

Laboratory space should be arranged and equipped as a nursery school or child care facility.

It is intended that the *instructional classroom area* should be a separate area adjacent to centers 5, 6, and 10, available at all times for exclusive use by trainees in the Child Care Services program. The *laundry-storage area* should be a separate adjacent area and may be shared with programs in Food Services and/or Health Services.

The diagram below identifies each center in the Child Care Services *laboratory* and illustrates the general location of centers in relation to one another for effective utilization of space and construction features.



Minimum equipment for the *laboratory* is organized in terms of the 11 centers to be included. This *laboratory* is planned to accomodate 15 preschool children and varied size groups of trainees. A telephone for outside service should be provided. All equipment and toys should be purchased in suitable size to fit the needs of the 3 to 4 year old, and should be safe, of simple construction, with nonpoisonous finish, and no sharp edges. When equipped as suggested below, the *laboratory* will meet the facilities requirements for registration as a nursery school by the State Education Department.

1 - Block Building Center

Large items

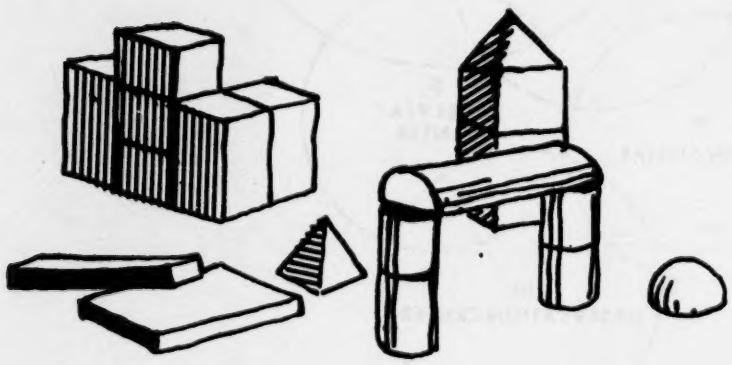
2 Open shelf units for block and toy storage

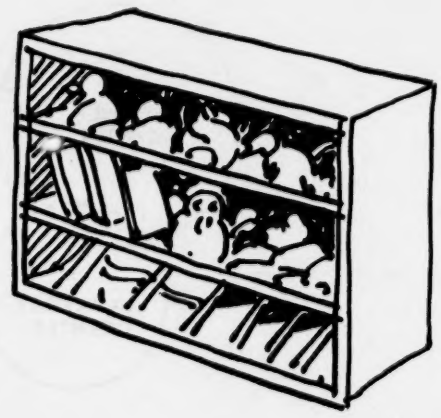
Small items

Solid unit blocks in 23 shapes, to total 700 to 1022

400 Unit, double unit
180 Quadruple unit
90 Small triangle, large triangle, floorboards
80 Small pillar, roof boards
80 Large pillar, quarter circle curve, elliptical curve, ramp
48 Small column, large column
40 Half circle, large buttress, small switch, arch, half arch
80 Half unit
20 Quarter circle
14 Small buttress
6 Large switch

36 Hardwood *hollow* blocks, assorted sizes
6 Miniature family figure sets
6 Farm animal sets
2 Zoo animal sets
12 Playboards, hardwood
1 Cash register
2 Rope and pulley sets
3 Small airplanes
6 Small boats, tugboats, barges
24 Small cars, trucks, buses
24 Colored cubes
2 Interlocking wooden train sets
1 Wooden platform truck





2 - Housekeeping and Dramatic Play Center

Small items

3	Telephones
1	Clothes tree
2	Ironing boards
2	Irons
2	Carriers, milk or cola
1	Doll bed
2	Doll carriages
4	Doll and wardrobe sets - white, non-white
1	Clothesrack
24	Clothespins
1	Clothesline
3	Pillows
2	Chairs
1	Table
1	Chest of drawers
1	Cupboard
1	Sink
1	Stove
1	Mirror, full-length
1	Dish set, service for 8
1	Cooking utensil set
2	Dustpans, short handled
2	Brooms, short handled
2	Mops, short handled
1	Mattress
2	Sheets
2	Pillowcases
2	Blankets

3 - Creative Arts Center

Large items

1	Record player, three-speed
1	Record holder
1	Record player table, portable
1	Piano
1	Workbench
1	Open shelf unit for toy storage
1	Sandbox
2	Cabinets
1	Chalkboard
2	Tackboards

Small items

12	Scissors, blunt
1	Scrub pail, plastic
2	Easels
1	Drying rack, painting
12	Easel clips
24	Brushes
1	Pan, finger paint
12	Sand toys
30	Records, music and story
2	Tone blocks or xylophone
2	Tympani sticks, padded
1	Autoharp
1	Chinese tom-tom, large
1	Barrel drum, large
2	Drums, dongo
2	Drums, Indian, small
2	Musical triangles
2	Wrist bells on stick
2	Maracas
1	Korean temple bells set
2	Tambourines
1	Cymbal
4	Song books
4	Rhythm books
2	Rhythm sticks
1	Pegboard for instruments
4	Boats, wooden
12	Corks
8	Boards, clay
1	Clay jar and cover
24	Containers for mixed paint, unbreakable, with covers, various sizes
1	Form tool board or tool cabinet

3 - Creative Arts Center (Cont'd.)

2 Claw hammers
2 Crosscut saws
1 C-clamp
2 Screwdrivers
1 Bit brace
2 Bits
1 Pliers
1 Storage shelf, wooden
2 Boxes, wooden with casters
3 Baskets for wood scraps
6 Plastic containers, 1 qt.
6 Aprons, plastic
1 Washtub
2 Eggbeaters
2 Strainers
2 Pails, 1, 2 gal. for water play
3 Scopps
3 Large funnels
3 Measuring cups, metal
1 Dispenser, paper cup
1 Dispenser, paper towel

Expendable Art and Wood Working Supplies

Newsprint
Construction paper, manila
Wrapping paper, brown
Colored construction paper: blue, red, green, yellow, black, white
Finger paint paper
Sponges
Hole punchers
Easel paints: red, yellow, blue, green, black, white
Chalk, assorted colors
Finger paint: red, yellow blue, green
Library paste
Glue
Rubber cement
Wax crayons: red, green, blue, brown, yellow, orange, violet, black
Moist clay or 75 lbs. dry clay
Wood, soft pine in various sizes and shapes
Dowling
Screws
Nails
Sandpaper
Buttonmolds
Washers
Roofing and bottle caps
Wire
Wheels
String
Glue

4 - Science Center

Large items

- 1 Case, large, animal, wire
- 1 Storage unit, small for supplies
- 1 Table, lightweight, rectangular
- 1 Aquarium
- 1 Terrarium

Small items

- 2 Magnifying glasses, large
- 1 Thermometer, indoor, large
- 1 Thermometer, outdoor, large
- 2 Prisms
- 2 Trowels
- 1 Watering can
- 6 Dishes, plastic, refrigerator
- 2 Horseshoe magnets
- 3 ft. Rubber tubing, 1/2"
- 2 Cultivators, hand-type
- 3 Plant beds, wooden
- 1 Hotplate

5 - Quiet Play Center

Large items

- 2 Open or shuttered shelf units for toy storage
- 1 Tape recorder
- 1 Library display rack
- 1 Table, lightweight, round
- 1 Teacher desk
- 2 Adult chairs
- 1 Filing cabinet

Small items

- 4 Picture lotto games
- 4 Pegboards and accessories
- 12 Wooden inlay puzzles, 2-14 pieces
- 5 Hand puppets, family set
- 1 Colored cube set
- 4 Play people, flexible
- 20 Nuts and bolts, assorted sizes
- 8 Pipe elbows
- 6 Pipe tees
- 6 Pipe union
- 12 Pipe nipples
- 2 Form boards
- 1 Puzzle rack
- 1 Parquetry block set
- 1 Large bead set
- 1 Flannel board
- 1 Box flannel pieces
- 33 Childrens' books
- 1 Telephone (for actual outside use)
- 1 First-aid kit

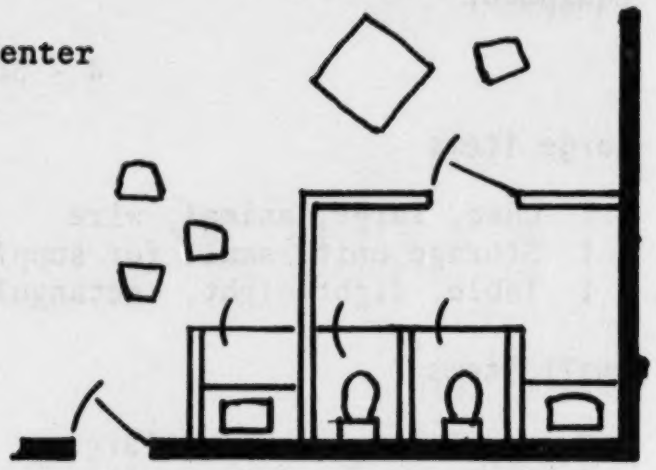
6 - Active Play Center

(Some items to be shared with Center 11)

Large items

- 1 Climbing structure, 7' high
- 1 Open shelf unit
- 1 Work table
- 2 Large activity balls
- 1 Rocking boat

7 - Lavatory Center



Large items

1 Sink, child size
1 Toilet, child size
1 Drinking fountain
1 Mirror
2 Storage Units

Small items

1 Dispenser, towel
Light fixtures

8 - Rest Center

Large items

16 Cots, lightweight, canvas-covered
3 Screens
16 Storage units, clothing
1 Cabinet, teacher

Small items

20 Blankets
1 Mats or rugs

9 - Lunch Center

(Combined work surface should total a minimum of 10 running feet with sufficient base and wall storage for efficient arrangement)

Large items

1 Sink and cabinet
3 Storage units, wall, base
1 Dishwasher
1 Stepstool
1 Gas or electric range
1 Refrigerator
1 Buffet or hutch
4 Tables, lightweight, adjustable heights
20 Chairs, varied child heights
1 Conveyor, hot food

Small items

1 Cart, utility
1 Mixer, electric
1 Blender, electric
1 Can opener, electric
2 Ladles, small, large
1 Ice cream dipper
2 Cake tins, square
4 Cookie sheets
3 Saucepans with cover 1, 2, 4 qt.
1 Double boiler, 2 qt.
1 Drip coffee pot
1 Tea kettle
1 Beater, rotary
2 Bowl sets, nest of 4 each
3 Rubber scrapers
2 Spoons, wooden mixing
2 Measuring spoon sets
1 Measure, liquid cup
1 Wastepaper basket
1 Waste pail
2 Racks, cooling
24 Cups, custard
1 Bottle opener
1 Dishpan

9 - Lunch Center (Cont'd)

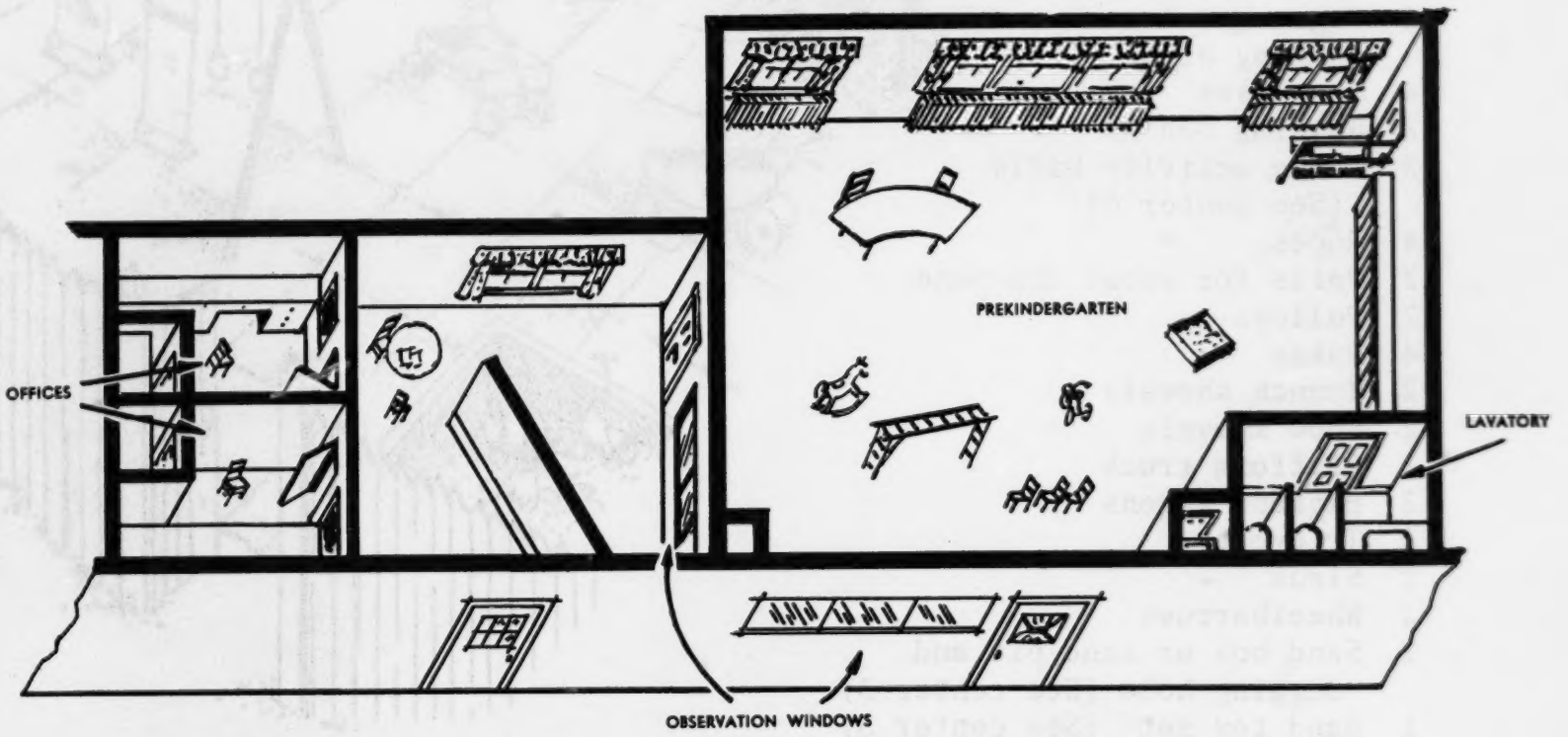
1 Dishdrainer	24 Forks, dinner
2 Strainers	24 Spoons, teaspoon, soup
1 Flour sifter	24 Soup bowls
2 Paring knives	3 Serving spoons
12 Cookie cutters, assorted	2 Serving trays
2 Utility trays	2 Hot pads
1 Spatula	1 Creamer and sugar
1 Canister set	1 Coffee pot
2 Metal measuring cup sets	Cups and saucers
4 Pot holders	2 Pitchers
12 Dish towels	24 Water glasses
6 Dish cloths	2 Table cloths

10 - Observation Center

Large items

1 One-way viewing screen unit

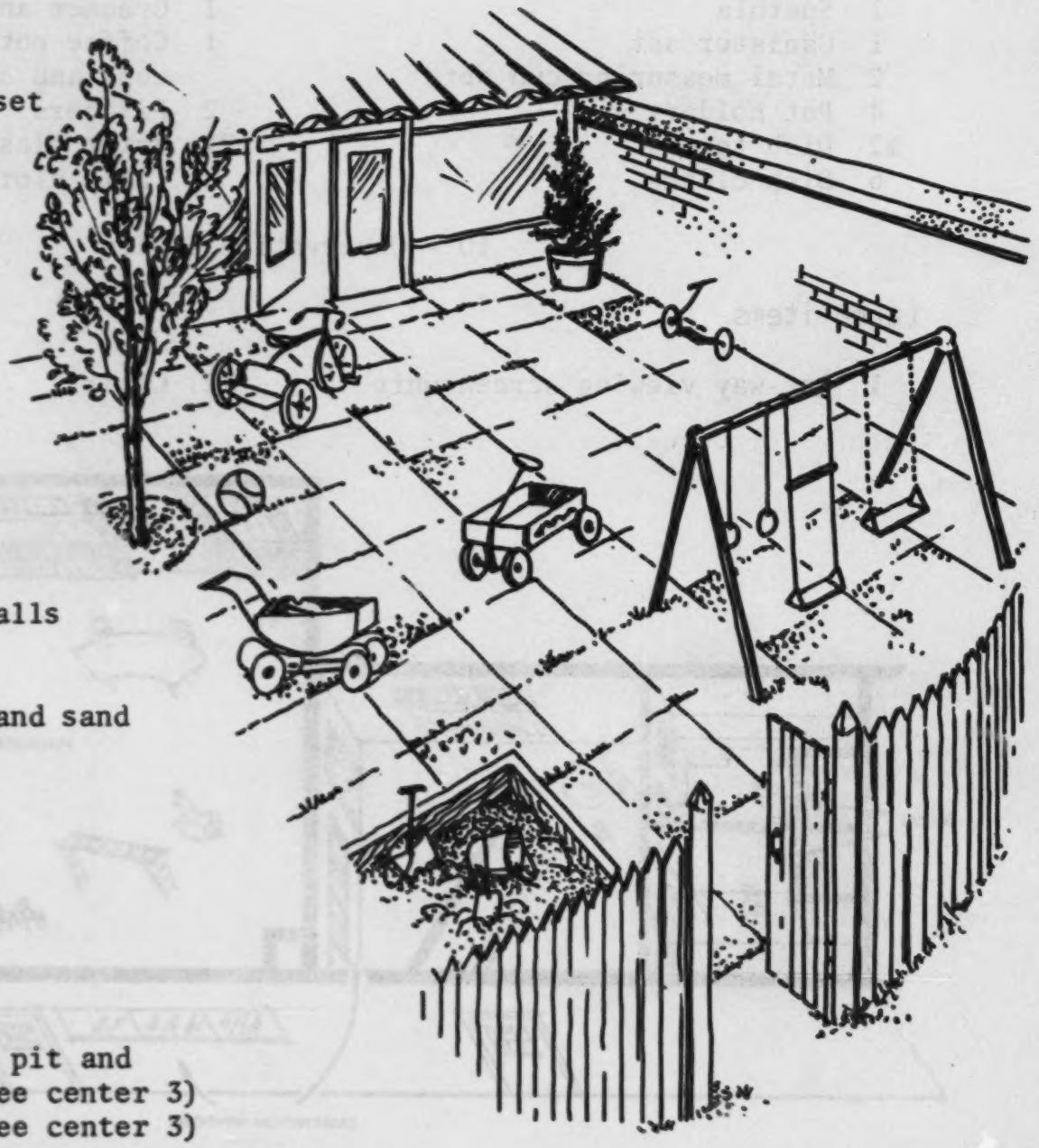
12 Chairs



11 - Outdoor Play Center

Large items

1 Storage shed
1 Climbing structure (See center 6)
1 Three-way climbing and chinning ladder
2 Ladders, small
1 Turning bars set
1 Nesting bridges set
1 Swing set



Small items

Items should be weatherproofed where appropriate

60 Hollow blocks
12 Play boards
6 Kegs
4 Packing boxes
4 Sawhorses
2 Walking boards
3 Large activity balls (See center 6)
4 Ropes
2 Pails for water and sand
2 Pulleys
4 Rakes
2 Trench shovels
2 Snow shovels
1 Platform truck
2 Express wagons
2 Tricycles
2 Sleds
2 Wheelbarrows
1 Sand box or sand pit and digging hole (See center 3)
1 Sand toy set (See center 3)

B. LABORATORY AREA - CLOTHING SERVICES

Space Relationships

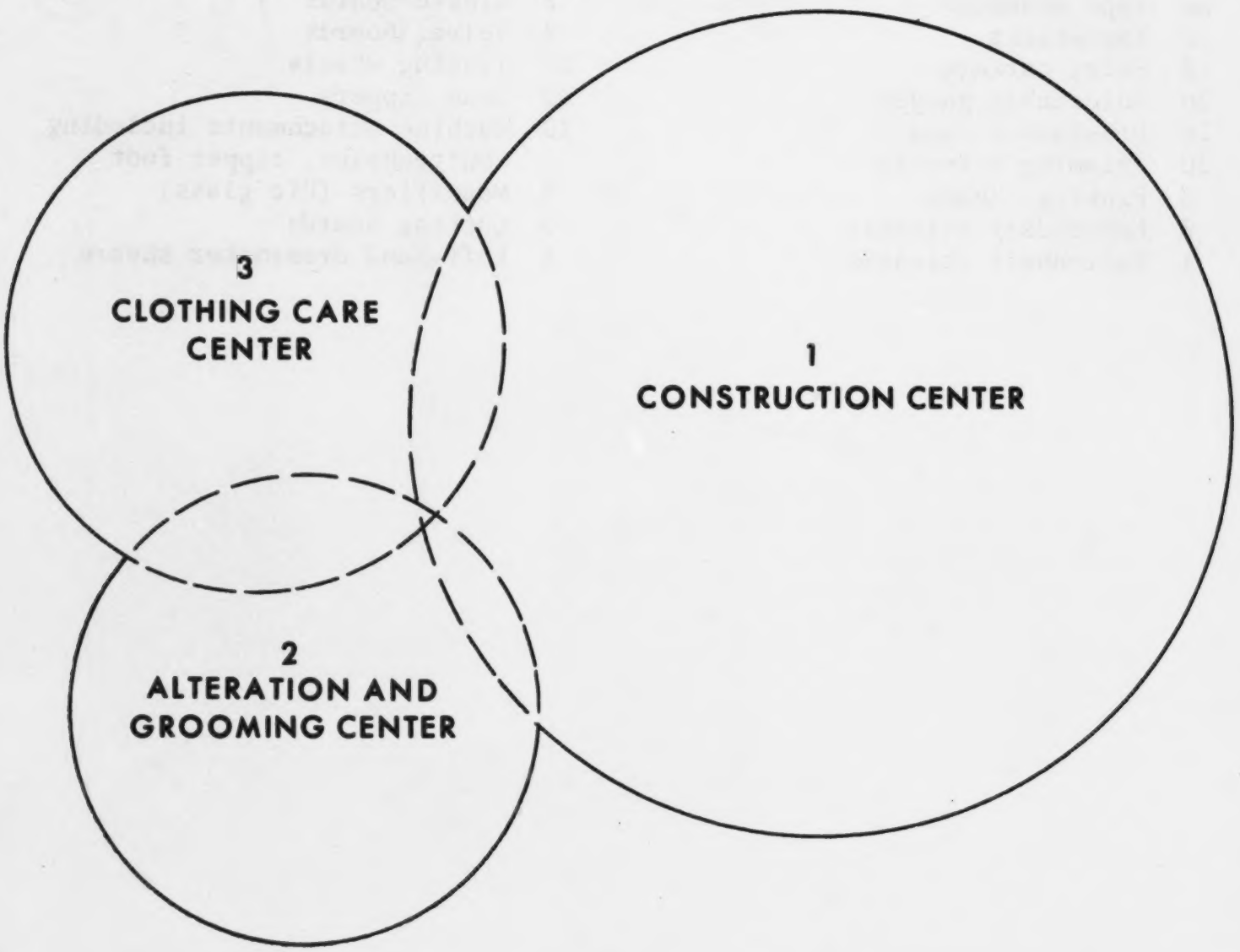
Three work centers comprise the *laboratory area* for the Clothing Services program:

1) Construction Center
2) Alteration and Grooming Center
3) Clothing Care Center

Laboratory space should be arranged and equipped to approximate home and commercial centers for clothing care, repair, and construction.

An *instructional classroom area* may be incorporated in Center 1 or located in a separate adjacent area shared with programs in Health Services, Housekeeping Services, and/or Home Furnishings Services. It is intended that the *laundry-storage area* should be incorporated in the laboratory or located in a separate adjacent area, available at all times for exclusive use by trainees in the Clothing Services program.

The diagram below identifies each center in the Clothing Services *laboratory* and illustrates general location of centers in relation to one another for effective utilization of space and construction features.



Minimum equipment for the *laboratory and laundry-storage area* is organized in terms of the three centers to be included. Quantities identified will serve one class of 20 trainees during the scheduled period. An adequately equipped *instructional classroom area* is also needed for this program.

1 - Construction Center

Large items

- 6 Tables, lightweight, sturdy, folding, extendible
- 20 Chairs
- 10 Sewing machines with benches, variety to include lock stitch, zigzag, power, portable, cabinet
- 1 Cabinet storage unit for hanging garments
- 2 Cabinets for storage of large tote trays (to be shared with Center 3)
- 1 Cabinet for storage of pressing equipment

Small items

- 40 Bobbins
- 20 Rulers
- 20 Tape measures
- 3 Yardsticks
- 3 Skirt markers
- 20 Adjustable gauges
- 20 Dressmaker shears
- 20 Trimming scissors
- 3 Pinking shears
- 3 Embroidery scissors
- 1 Buttonhole scissors
- 1 Eyelet punch
- 20 Pin cushions
- 2 Sleeve boards
- 2 Velvet boards
- 20 Tracing wheels
- 10 Seam rippers
- 10 Machine attachments including buttonholer, zipper foot
- 4 Magnifiers (Pic glass)
- 3 Cutting boards
- 1 Left-hand dressmaker shears

2 - Alteration and Grooming Center

Large items

- 1 Sink with drawer storage
- 1 Mirror, grooming
- 2 Drawer storage in base cabinets
- 1 Mirror, fitting triple full length
- 1 Fitting stand
- Screens, folding door for enclosed fitting

Small items

- 1 Basic shells set
- 12 Turkish towel sets

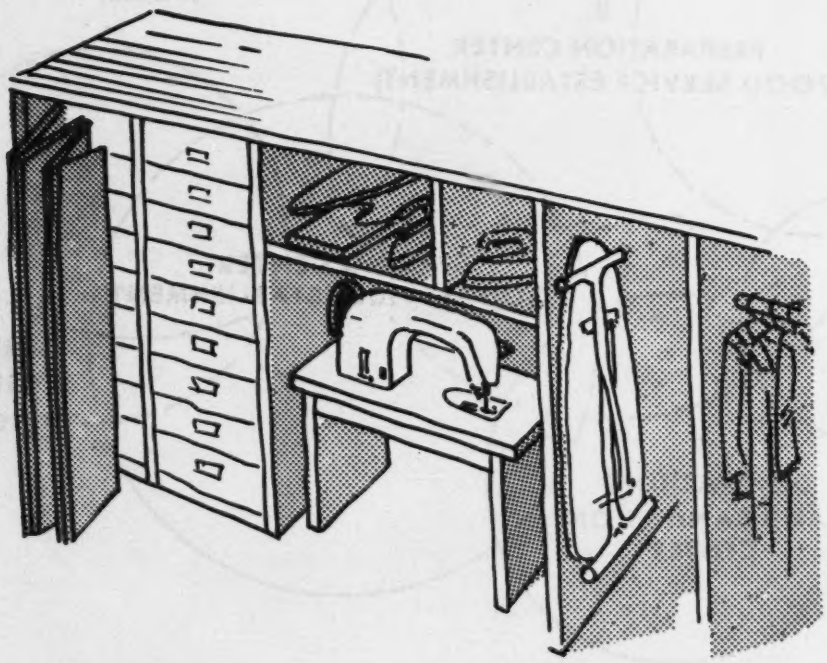
3 - Clothing Care Center

Large items

- 1 Washer
- 1 Drier
- 1 Sink
- 4 Ironing boards
- 4 Cabinet units, work surface and storage
- 1 Cabinet for storing ironing boards and accessories - to be shared with Center 1

Small items

- 4 Irons, steam, dry
- 4 Ironing board pads
- 4 Ironing board pad covers
- 1 Iron rest
- 1 Clothes hamper
- 1 Drying rack
- 1 Spray sprinkler
- 3 Ea. brushes: lint, whisk, suede
- 3 Ham and point presser
- 3 Roll presser
- 2 Pounding blocks



B. LABORATORY AREA - FOOD SERVICES

Space Relationships

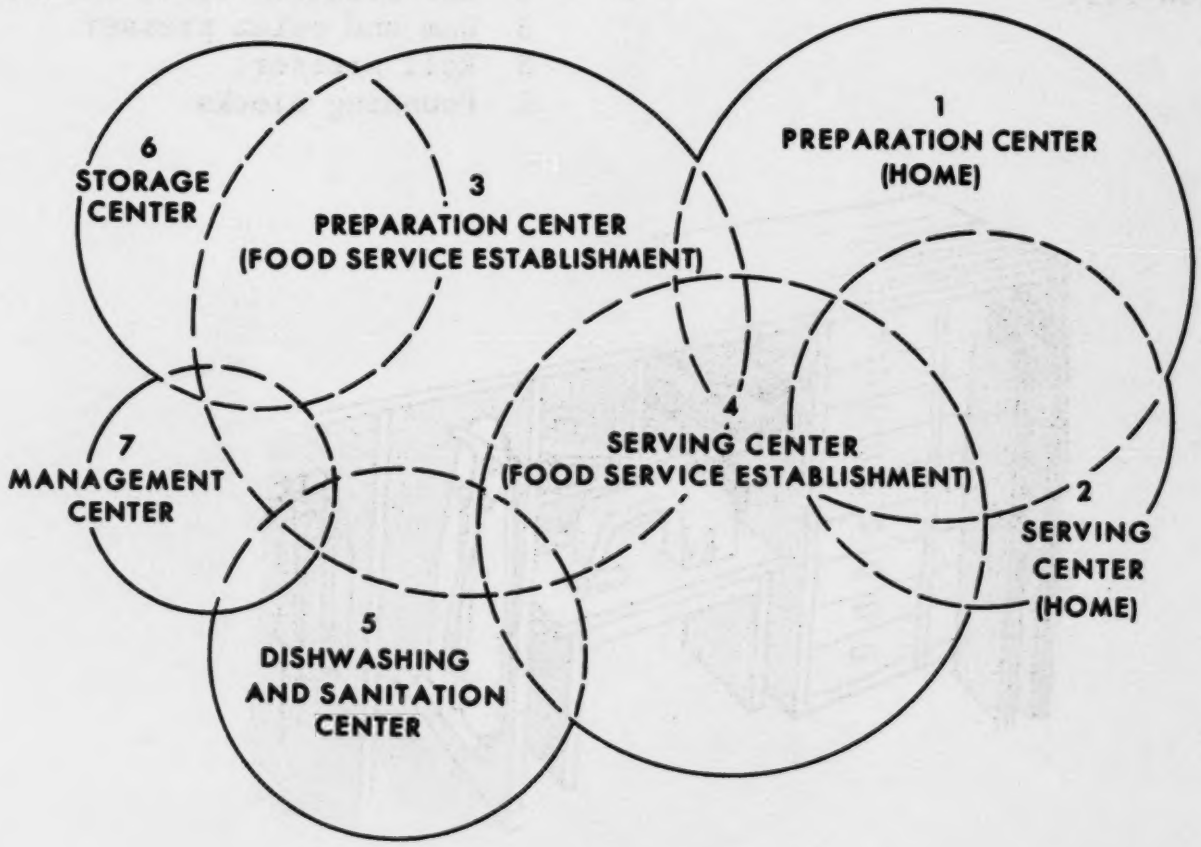
Seven work centers comprise the *laboratory area* for the Food Services program:

1) Preparation Center (Home)
2) Serving Center (Home)
3) Preparation Center (Food Service Establishment)
4) Serving Center (Food Service Establishment)
5) Dishwashing and Sanitation Center
6) Storage Center
7) Management Center

Laboratory space should be arranged and equipped to simulate commercial food processing and service establishments and home kitchen and dining areas.

It is intended that the *instructional classroom area* be a separate adjacent room or located in Centers 2 and 4, available at all times for exclusive use by trainees in the Food Services program. If the latter plan is followed, the *laboratory area* should include additional footage as recommended for the *classroom area*. The *laundry-storage area* may be a separate room shared with Child Care Services and/or Health Services programs.

The diagram below identifies each center in the Food Services *laboratory* and illustrates the general location of centers in relation to one another for effective utilization of space and construction features.



Minimum equipment for one class of 20 trainees during a scheduled period is organized in terms of the seven work centers to be included in the *laboratory area*. Adequately equipped *instructional classroom* and *laundry-storage* areas are also needed for this program.

1 - Preparation Center (Home)

(Combined work surface should total a minimum of 10 running feet with sufficient base and wall storage for efficient arrangement)

Large items

- 1 Sink and cabinet
- 1 Dishwasher
- 1 Food waste disposal unit
- 3 Storage units, wall, base
- 1 Step stool
- 1 Range, gas or electric; built-in, free-standing
- 1 Ventilating fan and hood
- 1 Refrigerator

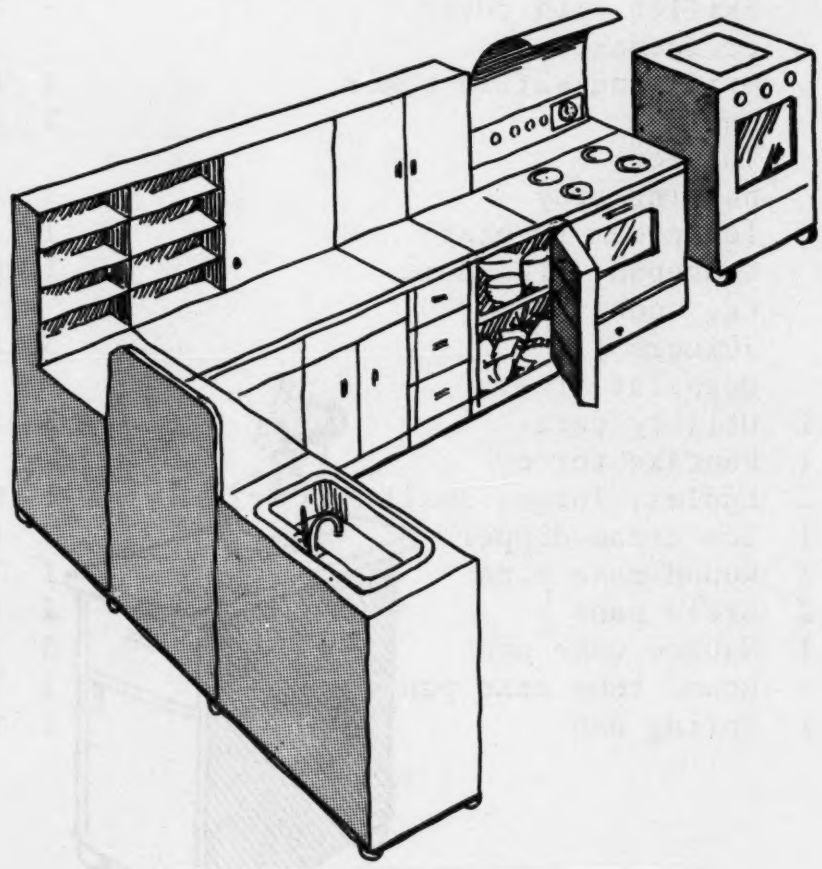
Small items

A reasonable selection from the following electrical appliances

- Mixer
- Blender
- Can opener
- Knife sharpener
- Broiler oven with rotisserie
- Skillet with cover
- Coffeemaker
- Grill and waffle baker
- Knife
- Toaster
- Warming tray
- Ice cream freezer
- Saucepan, high dome
- Egg cooker
- Juicer
- Deep fat fryer
- 1 Utility cart
- 1 Pancake turner
- 2 Ladles, large, small
- 1 Ice cream dipper
- 2 Round cake pans
- 2 Bread pans
- 1 Square cake pan
- 1 Round tube cake pan
- 1 Spring pan
- 2 Oblong cake pans, large, small
- 2 Pie pans
- 2 Cookie sheets
- 2 Muffin pans
- 1 Covered roasting pan
- 3 Casseroles with covers, 1, 2, 3 qt.
- 1 Potato masher
- 1 Shredder, grinder, grater combination
- 1 Foley press
- 1 Juicer
- 1 Pressure saucepan or cooker, 4 qt.
- 3 Saucepans with covers, nest of 1, 2, 4 qt.
- 3 Skillets with covers, 1, 2, 4 qt.
- 1 Griddle
- 3 Double boilers, 1, 2, 3 qt.
- 1 Teapot
- 1 Coffeepot
- 3 Kettles, 2, 4, 6 qt.
- 1 Teakettle
- 1 Rotary beater

1 - Preparation Center (Home - Cont'd.)

1	Wire whip
1	Wire beater
2	Bowl sets, nests of 4
4	Mixing spoons, wooden, metal
2	Measuring spoon sets
1	Liquid cup measure
1	Liquid pint measure
1	Liquid quart measure
1	Non-electric can opener
1	Chopping board
2	Cooling racks
12	Custard cups
1	Bottle opener
1	Dishpan
1	Dish drainer
1	Dish drainer pad
1	Colander
2	Strainers
2	Slotted spoons
1	Flour sifter
1	Rolling pin
1	Pastry board
1	Pastry blender
2	Paring knives
1	Utility knife
12	Cookie cutters, assorted
2	Pastry brushes
2	Vegetable brushes
1	Slicing knife
1	Grapefruit knife
1	Tongs
2	Utility trays
1	Cookie press
2	Trivets
1	Pastry bag
1	Knife rack
1	Funnel
1	Cake decorator set
1	Cheese cutter
1	Nut chopper
1	Hand food chopper
1	Fruit corer
1	Fruit knife
1	French knife
1	Pot fork
1	Sharpening steel
1	Spatula
1	Kitchen shears
1	Canister set
1	Bread box
1	Refrigerator dish set
2	Dry measuring cup sets
1	Metal pint measure
1	Metal quart measure
1	Metal gallon measure
1	Kitchen scales
1	Ricer
1	Vegetable peeler
2	Scoops, sugar, flour
1	Paper towel dispenser
1	Salt and pepper set
1	Spice rack set
1	Dutch oven
1	Wastepaper basket
1	Garbage pail
4	Pot holders
12	Dish towels
6	Dishcloths
2	Aprons



2 - Serving Center (Home)

Large items

1	Dining table
1	Tray table, set of 4
6	Chairs
1	Service table or cart
1	China/linen storage unit

Carpeting
Draperies
Lighting
Planters

Small items

Dinnerware may be chosen from the following materials: china, earthenware, semi-vitreous or plastic, and should be coordinated or matched

84	Plates, 12 each: service, dinner, luncheon, salad, bread and butter, dessert or breakfast
36	Cups and saucers, 12 each: tea, coffee, and demitasse
48	Bowls, 12 each: sauce dishes, cereal, soup and cream soup
1	Gravy boat
3	Serving bowls
1	Large platter
1	Small platter
1	Pitcher
1	Cream and sugar bowl
12	Lap trays
1	Silver chest or bags for service for 12

Glassware may be chosen from the following materials: crystal, glass, or plastic, and should be matched and coordinated with the dinnerware

12	Sherbet glasses
12	Water glasses
12	Goblets
12	Iced beverage glasses

Flatware may be chosen from the following materials: sterling, plated silver, or stainless steel, and should be coordinated or matched

72	Knives, 12 each: dinner, luncheon, salad, fruit, steak, and butter spreader
48	Forks, 12 each: dinner, luncheon, salad, cocktail, and dessert
60	Spoons, 12 each: tea, soup, bouillon, parfait or iced beverage, and cereal or dessert
1	Metal platter
1	Carving set
1	Serving spoon
2	Serving forks
1	Butter knife
1	Metal pitcher
4	Metal salt and pepper holder sets
1	Metal tea and coffee service
1	Metal bread tray
1	Sugar spoon
1	Sugar tongs
2	Serving trays
1	Punch bowl with 12 cups
4	Glass serving dishes: relish, butter, sauce, and jelly

2 - Serving Center (Home - Cont'd.)

Linens may be chosen from the following materials: cotton, linen, or synthetic, and should be coordinated with the dinnerware.

- 12 Placemats
- 12 Luncheon napkins
- 2 Tablecloths with 12 matching dinner napkins
- 2 Hot pads
- 1 Bread and roll basket
- 1 Cake plate
- 1 Cake breaker
- 1 Bun warmer
- 12 Salad bowls

3 - Preparation Center (Food Service Establishment)

Certain utensils are planned on the basis of preparation for 50 servings. Ventilating hoods should be installed over all cooking equipment items.

Large items

- 3 Work table units, meat and vegetable, salad and sandwich, baking and dessert
- 1 Meat block
- 3 Bin units
- 3 to 5 sinks, depending upon arrangement of units
- 1 Sink unit, handwash
- 1 Range, commercial
- 1 Barbecue unit
- 1 Oven, stack
- 1 Oven, conventional
- 1 Mixer, floor, electric
- 2 Mixers, portable, electric
- 1 Broiler
- 1 Griddle, standing
- 1 Deep fat fryer
- 1 Steamer
- 1 Kettle, steam jacket
- 4 Cans, trash disposal with covers
- 1 Garbage disposal unit
- 1 Vegetable peeler, pedestal
- 1 Meat grinder
- 1 Slicer

Small items

- 4 Saucepans
- 3 Stock pots
- 2 Fry pans
- 12 Bread pans
- 2 Double boilers with covers
- 1 Toaster
- 1 Dutch oven
- 24 Bun pans
- 12 Pie pans
- 24 Round cake pans
- 8 Cake frames
- 4 Pullman pans with covers
- 1 Roasting pan
- 4 Baking pans
- 8 Mixing bowls
- 6 Measuring spoon sets
- 6 Pint measures
- 6 Quart measures
- 6 Gallon measures
- 3 Egg beaters
- 2 Food mills
- 2 Pastry blenders
- 1 Rotary salad cutter
- 2 Hand vegetable peelers
- 2 Graters
- 3 Rotating utensil racks
- 18 Spoons: pierced, slotted, solid
- 3 Dipper sets
- 6 Thermometers, meat
- 1 Thermometer, deep fat fryer
- 1 Baster
- 1 Thermometer, syrup
- 1 Thermometer, refrigerator
- 1 Thermometer, candy frosting
- 2 Thermometers, oven
- 3 Ladles, general

3 - Preparation Center (Food Service Establishment - Cont'd.)

3	Cutlery racks
33	Knives, 3 each: boning, steak slicer, French, cold meat, paring, mincing, grapefruit, pie, market, roast slicer, cleaver, spatula
3	Sharpening steels
3	Sharpening stones
6	Drain brushes
6	Pot brushes
2	Block brushes
6	Vegetable brushes
2	Can openers
3	Bottle openers
3	Kitchen shears
3	Strainers
2	Funnels
3	Juice extractors
4	Collanders
6	Turners, 3 each: hamburg, off-set
3	Flexible spreaders
3	Pot forks
6	Rubber spatulas
1	Butter cutter
1	Butcher saw
3	Mixing paddles
1	Bakery rack
2	Roll former sets
1	Shrimp cleaner
12	Skewers
1	Utility cart
2	Hot food tongs
1	Ice cube tongs or scoop
1	Ice bin
3	Scales
2	Rolling pins and pastry cloths
3	Kitchen stools
3	Whips
6	Shakers: flour, sugar
18	Scoops, 2 each: #6, 8, 10, 12, 16, 20, 24, 30, and 40
4	Dry ingredient scoops, 1 qt.
1	Flour sieve
1	Cheese slicer
1	Meat slicer
1	Tomato slicer
1	Egg slicer
2	Wall timing clocks
1	Portable pan rack
1	Hot plate
1	Tilting kettle
1	Coffee urn with brush and gauge
1	Coffee maker
1	Portion counter
2	Portioning ladle sets, 1/4, 1/2, 3/4, 1 cup
1	Knife sharpener
1	Pastry tin rack
4	Pastry brushes
1	Condiment shelf
2	Pastry bags with tubes
1	Decorating set
2	Biscuit cutters
1	Cookie cutter set
12	Assorted large molds
50	Small molds
2	Decorating combs
4	Cutting boards
2	Pastry boards
1	Blender
3	Cookbook holders
1	Fire blanket
3	Foam fire extinguishers
1	First aid kit

4 - Serving Center (Food Service Establishment)

Large items

1 Cash register
1 Cafeteria counter
1 Hot food server, electric portable
1 Cold food server, portable
1 Utility rack, portable
3 Dish storage units
1 Lunch counter unit
6 Lunch counter stools
1 Soda fountain
1 Counter sandwich unit
1 Ice cream cabinet unit
1 Warming oven
1 Sneeze guard
7 Dining tables, round, square
30 Chairs
2 Display counter cases
1 Booth
1 Waitress station
1 Ice bin or chest
1 Counter coffee maker
1 Soiled dish caddy

Small items

Dinnerware may be chosen from the following materials: china, earthenware, semi-vitreous, or plastic, and should be coordinated or matched.

192 Plates, 48 each: dinner, luncheon, salad, bread and butter
240 Bowls, 48 each: soup, salad, cereal, saucers, dishes
48 Cups and saucers; coffee
8 Gravy boats
4 Platters; 9", 12"
48 Casseroles with covers, 12 each: baker, cocette, rarebit, round

Linens may be chosen from the following materials: cotton, linen, or synthetics and should be coordinated with the dinnerware.

18 Table cloths
96 Napkins: dinner, luncheon
60 Place mats

192 Knives, 48 each: dinner, luncheon, steak, butter
192 Forks, 48 each: dinner, luncheon, salad, dessert
288 Spoons, 48 each: tea, bouillon, iced beverage, sundae, parfait, serving
1 Fruit ladle
1 Fudge ladle
8 Gravy ladles

Glassware may be chosen from the following materials: crystal, glass, or plastic, and should be matched or coordinated with the dinnerware.

288 Glasses, 48 each: soda, juice, water, iced drink, parfait, sherbets
48 Fruit dishes
48 Custard cups

4 - Serving Center (Food Service Establishment - Cont'd.)

Small items

24	Teapots
12	Salt and pepper sets
48	Creamers, individual
12	Creamers and sugar bowls
4	Folding tray stands
48	Cafeteria trays
4	Ticket trays
8	Serving trays
1	Iced tea dispenser
10	Bread and roll baskets
4	Serving decanters
40	Dispensers: napkin, mustard, catsup, cream
10	Menu cover holders
1	Menu board with letters
1	Ice cube tongs or scoop
1	Cafeteria tray dispenser
2	Ice cream scoops, No. 6, 8
2	Large relish servers
12	Small relish dishes
4	Pitchers
48	Plate covers
48	Compote cocktail supremes
48	Cocktail rings or inserts
48	Juice rings or inserts
10	Bain Marie containers: 2, 4, 6, 8, and 10 qt.
1	Infrared food warmer
1	Silverware dispenser
4	Crumbers
8	Candle holder sets
1	Cashier stand
6	Counter relish servers

5 - Dishwashing and Sanitation Center

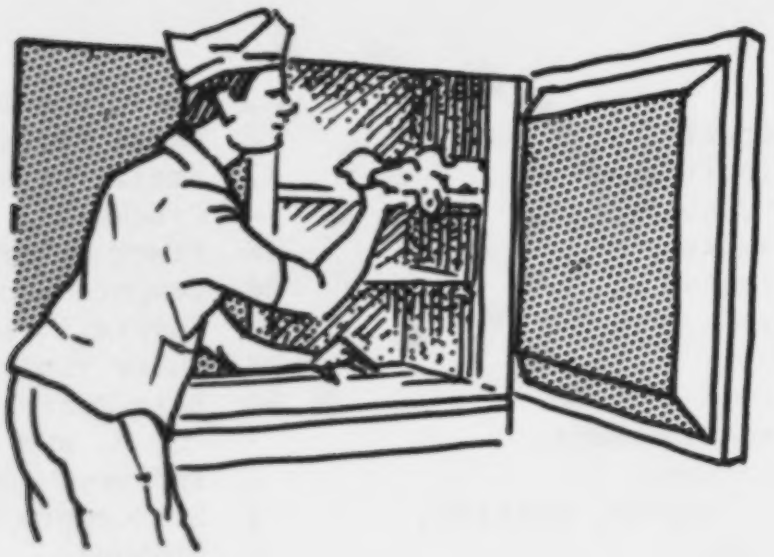
Large items

1	Dish scraping table
1	Pre-rinse sink with spray
1	Utility storage unit
1	Garbage disposal
1	Dishwashing sink, 3 compartment
1	Dishwashing machine
1	Automatic wetting agent dispenser
6	Dish racks for machine
1	Dish truck

Small items

1	Garbage pail with cover
1	Mop bucket with press
1	Broom and mop rack
12	Brushes: scrub, floor, sink, drain
3	Long handle dustpans
3	Mop handles and heads
2	Barrels with covers
1	Linen caddy with bags
72	Towels

6 - Storage Center



Large items

- 1 Refrigerator, walk-in
- 1 Freezer unit
- 2 Dry storage units: food, non-food; adjustable shelving and rack units to fit dry storage units
- 3 Portable platforms: dollies, pallets, skids
- 1 Hand truck

Small items

- 12 Cans, utility storage
- 12 Grocer's scoops
- 3 Thermometers, wall
- 6 Locks, key, matched

7 - Management Center

Large items

- 1 Desk or counter area
- 1 Adding machine
- 1 Typewriter
- 1 Desk chair or stool
- 1 Cabinet, filing
- 1 Cabinet, locked
- 1 Bookshelf unit, adjustable

Small items

- 1 Telephone
- 1 Desk light
- Cookbooks, assorted
- 1 File box
- 1 Stapler

B. LABORATORY AREA - HEALTH SERVICES

Space Relationships

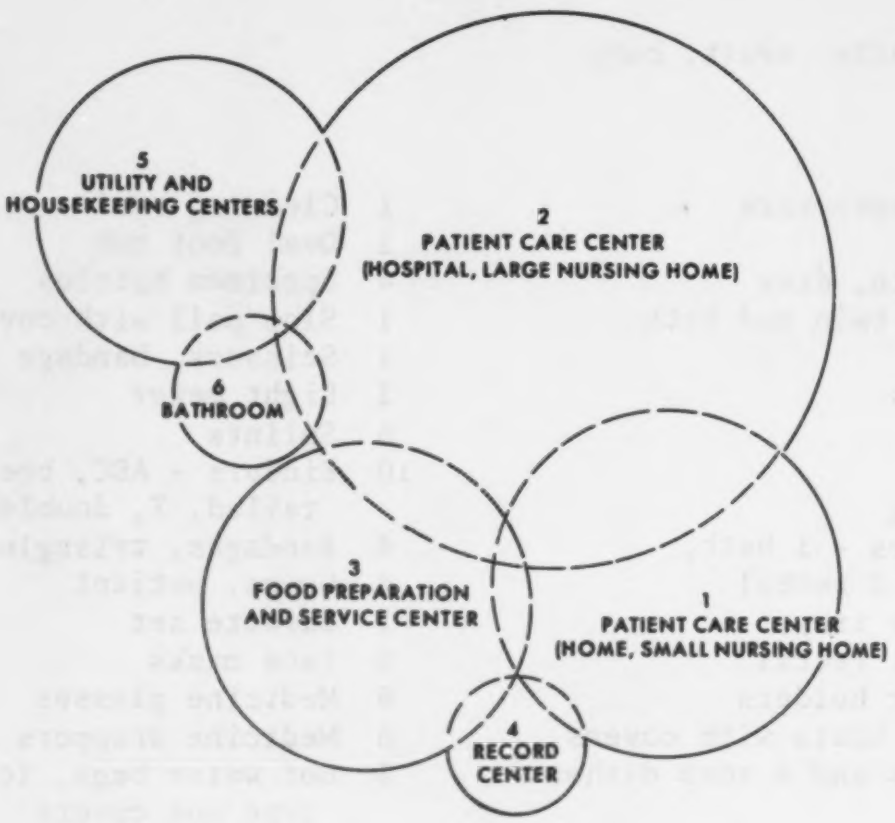
Six work centers comprise the *laboratory area* for the Health Services program:

1) Patient Care Center (Home, Small Nursing Home)
2) Patient Care Center (Hospital, Large Nursing Home)
3) Food Preparation and Service Center
4) Record Center
5) Utility and Housekeeping Center
6) Bathroom Center

Laboratory space should be arranged and equipped to simulate home and institutional situations for the care of the ill, convalescent, handicapped, and aged.

The *instructional classroom area* may be incorporated in Centers 1 and 2 or in a separate adjacent area shared with programs in Clothing Services, Housekeeping Services, Home Furnishings Services, and/or Management Services. The *laundry-storage area* may be incorporated in the laboratory or located in a separate adjacent area shared with programs in Child Care Services and/or Foods Services.

The diagram below identifies each center in the Health Services *laboratory* and illustrates the general location of centers in relation to one another for effective utilization of space and construction features.



Minimum equipment to accommodate one class of 20 trainees is organized in terms of the six centers to be included in the *laboratory*. Adequately equipped *instructional classroom* and *laundry-storage areas* are also needed for this program.

1 - Patient Care Center (Home, Small Nursing Home)

Large items

- 1 Bed, single, homestyle
- 1 Box spring and mattress
- 1 Chair, bedside
- 1 Nightstand
- 1 Chair, boudoir
- 1 Dresser, chest

2 - Patient Care Center (Hospital, Large Nusing Home)

Large items

- 3 Beds, hospital style
- 3 Mattresses
- 3 Cabinets, bedside
- 3 Tables, overbed
- 1 Footboard
- 3 Footstools
- 3 Chairs, bedside
- 2 Screens, three-panel
- 1 Crib and mattress
- 1 Bathinette
- 1 Storage cabinet for linens
- 1 Telephone

Items shared in centers 1 and 2

Large items

- 2 Practice dolls, adult, baby

Small items

- 4 Mattress protectors
- 6 Pillows
- 24 Sheets, twin, draw
- 8 Blankets - twin and bath
- 4 Spreads
- 12 Pillowcases
- 8 Towel sets
- 1 Bed cradle
- 1 Rubber ring
- 15 Thermometers - 1 bath, 12 mouth, 2 rectal
- 2 Thermometer trays - 1 mouth, 1 rectal
- 2 Thermometer holders
- 4 Instrument boats with covers
- 4 Wash basins and 4 soap dishes
- 2 Bedpans
- 1 Urinal
- 1 Cleaning basin
- 1 Oval foot tub
- 4 Specimen bottles
- 1 Slop pail with cover
- 1 Scissors, bandage
- 1 Light meter
- 6 Splints
- 10 Binders - ABC, breast, many-tailed, T, double T
- 4 Bandages, triangle
- 4 Gowns, patient
- 1 Layette set
- 8 Face masks
- 8 Medicine glasses
- 8 Medicine droppers
- 3 Hot water bags, ice combination type and covers
- 4 Trays, plastic

2 - Patient Care Center (Hospital, Large Nursing Home - Cont'd.)

1	Medical tray with medical card holder	1	Lamp, alcohol
3	Drinking sets, bedside	12	Trays, small
4	Cans, powder	8	Bottles, 4 oz., 6 oz.
4	Lotion containers	1	Sterilizer
1	Pitcher	12	Cups, plastic
		1	First aid kit

3 - Food Preparation and Service Center

(Combined work surface should total a minimum of 10 running feet with sufficient base and wall storage for efficient arrangement)

Large items

1	Sink and cabinet	1	Refrigerator
3	Storage units, wall, base	1	Dining table
1	Dishwasher	6	Chairs
1	Step stool	1	Buffet or hutch
1	Range, gas or electric		

Small items

A reasonable selection from the following electrical appliances

	Mixers	1	Double boiler, 2 qt.
	Blender	1	Teapot
	Can opener	1	Coffee pot, drip
	Knife sharpener	1	Tea kettle
	Skillet with cover	1	Beater, rotary
	Coffee maker	2	Bowl sets, nest of 4 each
	Toaster	3	Rubber scrapers
1	Utility cart	2	Spoons, mixing, wooden
1	Ladle, small	2	Measuring spoon sets
1	Ladle, large	1	Measure, liquid, cup
1	Pancake turner	1	Measure, liquid, qt.
1	Ice cream dipper	1	Wastepaper basket
1	Cake tin, square	1	Waste pail
1	Pie tin	1	Chopping board
2	Cookie sheets	2	Cooling racks
2	Muffin tins	12	Cups, custard
3	Casseroles, with covers, 1, 2, 3 qts.	1	Bottle opener
		1	Dishpan
1	Shredder, grinder, grater combination	1	Dish drainer
		2	Strainers
1	Juicer	1	Colander
3	Saucepans with covers, 1, 2, 4 qt.	1	Flour sifter
		2	Knives, paring
1	Set skillets with covers, 1, 2, 4 qt.	1	Knife, utility
		12	Cookie cutters, assorted

3 - Food Preparation and Service Center (Cont'd.)

- 2 Vegetable brushes
- 1 Knife, slicing
- 1 Tongs
- 2 Trays, utility
- 1 Spatula
- 1 Canister set
- 2 Measuring cup sets, metal
- 1 Scales, kitchen
- 1 Ricer
- 1 Vegetable peeler
- 1 Dispenser, paper towel
- 1 Salt and pepper set
- 4 Pot holders
- 12 Dish towels
- 12 ea. Plates: dinner, salad, bread and butter
- 12 ea. Cups and saucers
- 12 ea. Bowls: saucedishes, cereal, soup
- 1 Gravy boat
- 3 Serving bowls
- 1 Platter
- 1 Pitcher
- 1 Creamer and sugar bowl
- 12 Water glasses
- 12 Placemats
- 12 Luncheon napkins
- 2 Tablecloths with 12 matching dinner napkins
- 12 ea. Knives: dinner, butter spreader
- 12 ea. Forks: dinner, salad, dessert
- 12 ea. Spoons: tea, soup, cereal, iced beverage
- 3 Serving spoons
- 2 Serving forks
- 2 Serving trays
- 2 Trivets
- 2 Hot pads
- 12 Salad bowls
- 6 Dish cloths
- 2 Aprons

4 - Record Center

Large items

- 1 Desk, supervisor
- 1 File, patient record card
- 1 Wheel chair
- 1 Walker trainer
- 1 Cabinet, wall
- 2 Cabinets, base
- 1 Cabinet with tote trays

5 - Utility and Housekeeping Center

Large items

- 1 Vacuum cleaner unit with attachments
- 1 Floor cabinet, tall storage
- 1 Ironer (optional)
- 1 Washer
- 1 Dryer
- 1 Ironing board

Small items

- Various vases and accessories
- 2 Push brooms
- 2 Pails
- 1 Mop, wet
- 1 Mop, dry
- 1 Caddy, soiled laundry
- 1 Iron, steam
- 1 Iron, dry

6 - Bathroom Center

Large items

1 Toilet
1 Basin
1 Tub with shower
1 Medicine cabinet with mirror

B. LABORATORY AREA - HOME FURNISHINGS SERVICES

Space Relationships

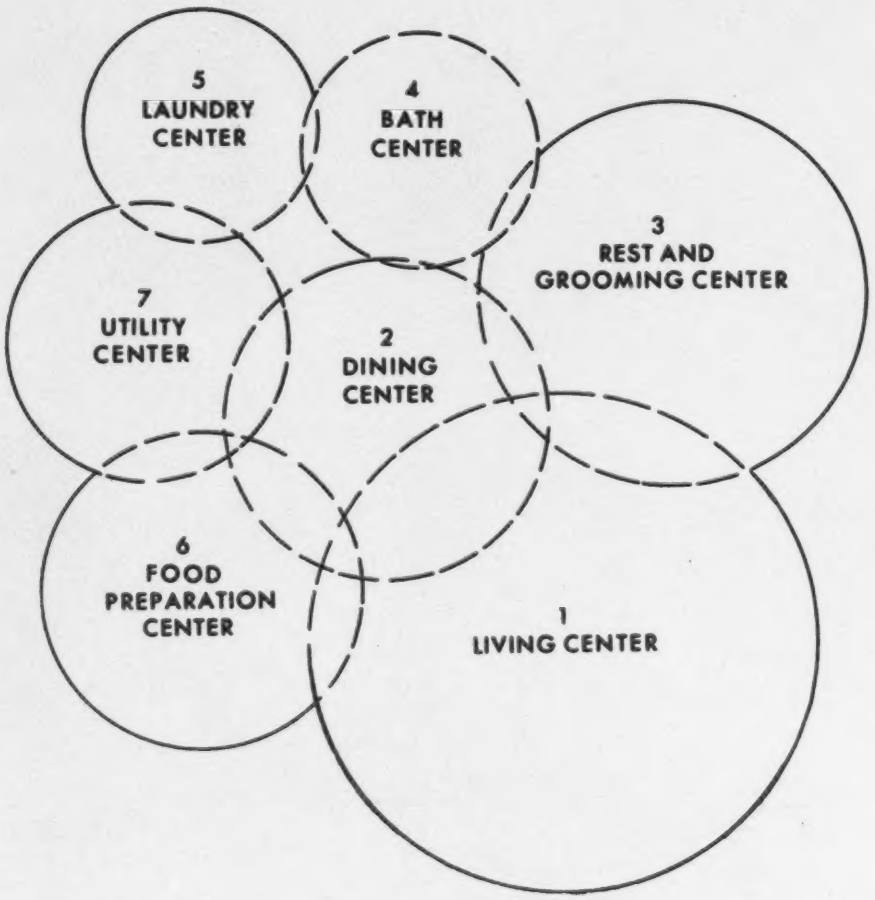
Seven work centers comprise the *laboratory area* for the Home Furnishings Services program:

1) Living Center
2) Dining Center
3) Rest and Grooming Center
4) Bath Center
5) Laundry Center
6) Food Preparation Center
7) Utility Center

Laboratory space should be arranged and equipped to simulate home living areas and home decorating establishments.

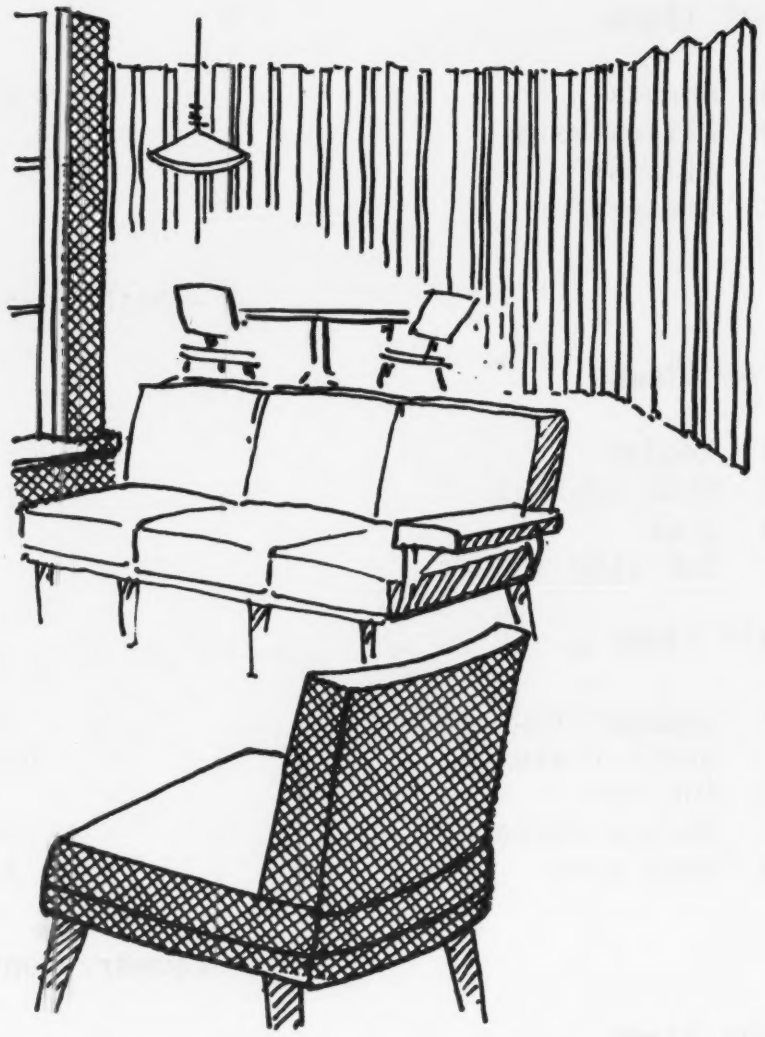
The *instructional classroom area* may be incorporated in Centers 1 and 2 or in a separate adjacent area shared with programs in Clothing Services and/or Health Services. It is intended that the *laundry-storage area* should be incorporated in the laboratory or located in an adjacent area, available at all times for exclusive use by trainees in the Health Services program.

The diagram below identifies each center in the Home Furnishings Services *laboratory* and illustrates the general location of centers in relation to one another for effective utilization of space and construction features.



Minimum equipment to accommodate one class of 20 trainees during a scheduled period is organized in terms of the seven centers to be included in the *laboratory* and *laundry-storage areas*. An adequately equipped *instructional classroom area* is also needed for this program. An extensive kit of various floor covering materials, upholstery fabrics, and decorating items should be included for instructional use in the *laboratory*.

1 - Living Center



Large items

- 1 Sofa
- 1 Chair, lounge
- 1 Chair, occasional
- 2 Chairs, wood or metal
- 2 Book shelves
- 1 Desk
- 2 Tables, end
- 1 Table, coffee
- 3 Screens, portable
- Carpeting
- Draperies
- Blinds
- Curtains
- Window shades

Small items

- 4 Pillows
- 3 Frogs, assorted sizes
- 6 Vases, assorted shapes
- 6 Flower holders
- 1 Wastepaper basket
- Lamps
- Pictures
- Bowls, trays, figurines
- Plants

2 - Dining Center

Large items

- 1 Dining table
- 6 Chairs
- 1 Buffet or hutch
- Carpeting

Small items

- 4 Television trays
- 1 Glassware, set of 12, full course
- 1 Flatware set of 12, full course
- 1 Dinnerware set of 12, full course
- 36 Dinnerware items, assorted shapes, sizes, patterns
- Linens, mats, cloths, napkins
- 1 Light fixture

3 - Rest and Grooming Center

Large items

- 1 Bed
- 1 Mattress and spring
- 1 Dresser
- 1 Chest
- 1 Night table
- 1 Mirror, large
- 2 Chairs, upholstered
- Lamps

Small items

- 4 Sheets
- 4 Pillowcases
- 2 Pillows
- 2 Bedspreads
- 2 Blankets
- Draperies
- Curtains
- Carpeting

4 - Bath Center

Large items

- 1 Toilet
- 1 Sink cabinet
- 1 Sink
- 1 Tub with shower
- 1 Wall cabinet with mirror
- 1 Rug
- 1 Linen storage unit

Small items

- 1 Luggage rack
- Light fixtures
- 1 Tub mat
- 1 Shower curtain
- 2 Bath mats
- 1 Wastebasket
- 48 Towels: bath, hand, fingertip, guest
- 12 Washcloths
- 1 Clothes hamper

5 - Laundry Center

Large items

- 1 Washer
- 1 Dryer
- 1 Ironer (optional)
- 1 Sink
- 4 Storage cabinets

Small items

- 1 Ironing board
- 2 Irons
- 1 Drying rack
- 1 Cart, soiled linen
- 1 Laundry basket

6 - Food Preparation Center

(Combined work surface should total a minimum of 10 running feet with sufficient base and wall storage for efficient arrangement)

Large items

1 Sink and cabinet
1 Dishwasher
1 Hot water heater
1 Food-waste disposal unit
3 Storage units, wall, base
1 Step stool
1 Range, gas or electric; built-in, free-standing
1 Ventilating fan and hood
1 Refrigerator
1 Freezer

Small items

A reasonable selection from the following electrical appliances

Mixer
Blender
Can opener
Knife sharpener
Broiler oven with rotisserie
Skillet with cover
Coffeemaker
Grill and waffle baker
Knife
Toaster
Warming tray
Ice cream freezer
Saucepan - high dome
Egg cooker
Juicer
Deep fat fryer
1 Utility cart
1 Ladle, large
1 Ladle, small
1 Pancake turner
1 Ice cream dipper
2 Cake pans, round
2 Bread pans
1 Cake tin, square
1 Cake pan, round tube
1 Spring pan
1 Cake tin, oblong, small
1 Cake tin, oblong, large
2 Pie tins
2 Cookie sheets
2 Muffin tins
1 Roasting pan, covered
3 Casseroles, 1, 2, 3, qt. with covers
1 Potato masher
1 Shredder, grinder, grater, combination
1 Foley press
1 Juicer
1 Pressure saucepan or cooker, 4 qt.
3 Saucepans with covers, nest of 1, 2, 4 qt.
1 Skillet set with covers 2, 4 qt.
1 Griddle
3 Double-boilers 1, 2, 3 qt.
1 Teapot
1 Coffeepot, drip
3 Kettles: 2, 4, 6 qt.
1 Teakettle
1 Beater, rotary

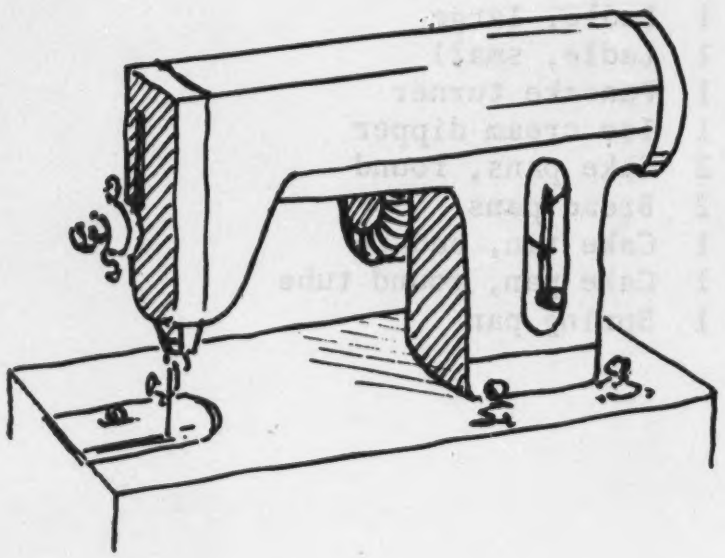
7 - Utility Center

Large items

- 1 Sewing machine, heavy duty with attachments
- 2 Sewing machines, cabinet model with attachments
- 1 Sewing machine, portable
- 2 Tables
- 1 Storage cabinet for supplies and equipment

Small items

- 1 Carpet sweeper
- 2 Vacuum cleaners: tank, upright
- 1 Polisher, scrubber
- 2 Push brooms
- 2 Brooms
- 1 Broom, electric
- 4 Mops: dry, wet
- 2 Scrub pails
- 1 Mop wringer
- 4 Ea. brushes: toilet, upholstery, radiator, whisk broom, shade, commode
- 1 Window wiper
- 1 Wax applicator
- 12 Bobbins
- 1 Ham and point presser
- 1 Roll presser
- 12 Rulers
- 8 Tape measures
- 2 Yardsticks
- 12 Guages, adjustable
- 7 Shears, dressmaker, 1 left-handed
- 6 Scissors, trimming
- 2 Shears, pinking
- 2 Scissors, embroidery
- 1 Cutting board
- 1 Eyelet punch
- 12 Pin cushions
- 12 Tracing wheels
- 6 Seam rippers
- 2 Pounding blocks



B. LABORATORY AREA - HOUSEKEEPING SERVICES

Seven work centers comprise the *laboratory area* for the Housekeeping Services program:

1) Living Center
2) Dining Center
3) Rest and Grooming Center
4) Bath Center
5) Laundry Center
6) Food Preparation Center
7) Utility Center

Laboratory space should be arranged and equipped to approximate home and institutional facilities where space, equipment, and furnishings are maintained.

The *instructional classroom area* may be incorporated in Centers 1 and 2 or in a separate adjacent area shared with programs in Clothing Services and/or Health Services. It is intended that the *laundry-storage area* should be incorporated in the *laboratory* or located in an adjacent area, available at all times for exclusive use by trainees in the Housekeeping Services program.

Space relationships and equipment needed for this program are identical to those presented for the Home Furnishings Services program.

B. LABORATORY AREA - MANAGEMENT SERVICES

Seven work centers comprise the *laboratory area* for the Management Services program:

1) Living Center
2) Dining Center
3) Rest and Grooming Center
4) Bath Center
5) Laundry Center
6) Food Preparation Center
7) Utility Center

Laboratory space should be arranged and equipped to approximate the facilities of private homes, public housing, and institutions serving individuals and families.

The *instructional classroom area* may be incorporated in Centers 1 and 2 or in a separate adjacent area shared with programs in Clothing Services and/or Health Services. It is intended that the *laundry-storage area* should be incorporated in the *laboratory* or located in an adjacent area, available at all times for exclusive use by trainees in the Management Services program.

Space relationships and equipment needed for this program are identical to those presented for the Home Furnishings Services program.

C. LAUNDRY-STORAGE AREA

Space Relationships

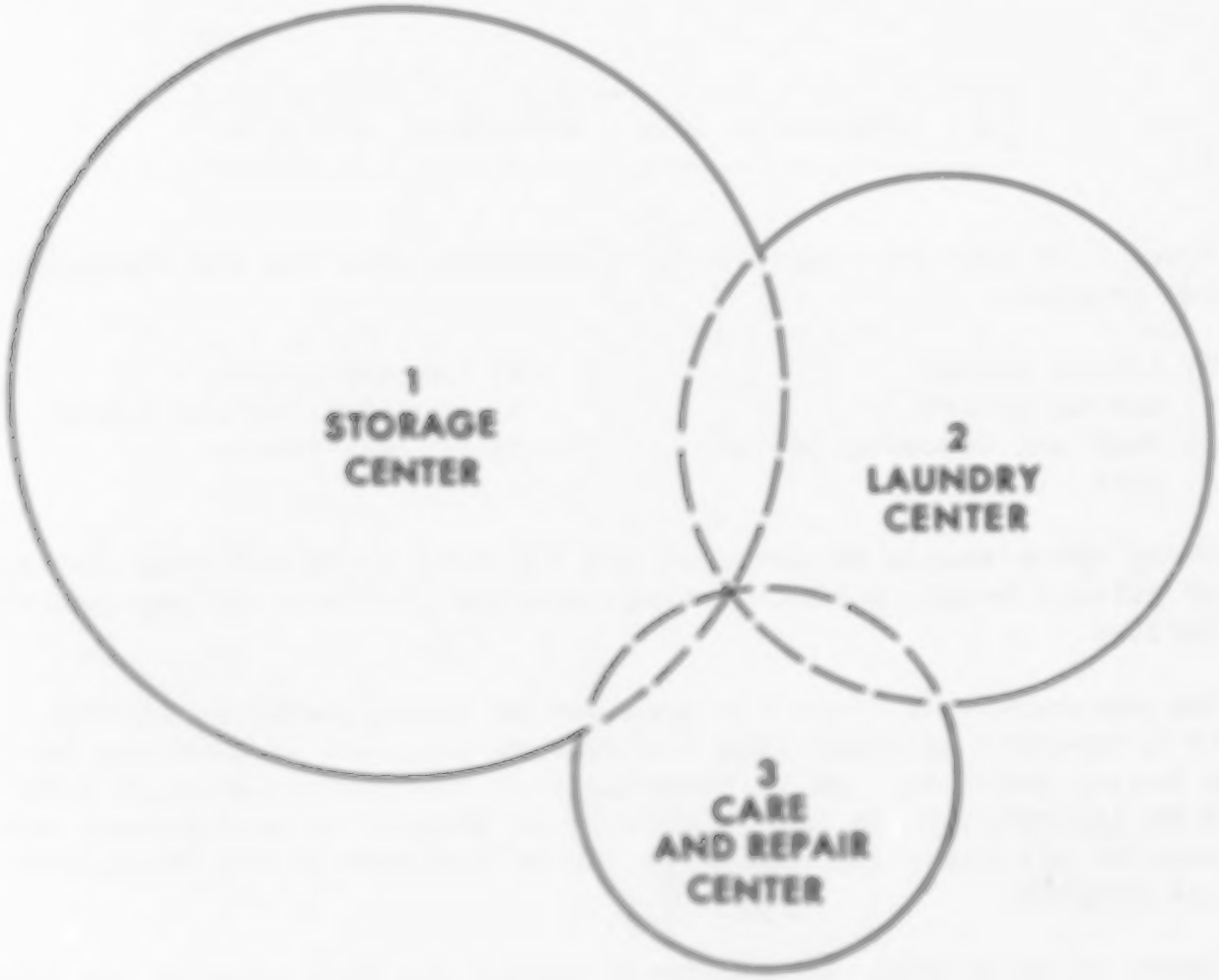
Three work centers comprise the *laundry-storage area:*

1) Storage Center
2) Laundry Center
3) Care and Repair Center

This area is arranged and equipped to carry out necessary services for laundry care and repair as well as to serve as a storage and resource area for equipment not otherwise available in an individual *laboratory.*

The *laundry-storage area* may be incorporated in individual laboratory centers or be centrally situated to be shared by several units, such as, Child Care Services, Health Services, and/or Food Services. Home Furnishings Services, Housekeeping Services, and Management Services programs each require an individual *laundry-storage area.*

The diagram below identifies each center in the *laundry-storage area* and illustrates general location of centers in relation to one another for effective utilization of space and construction features.



Minimum equipment for a centrally located *laundry-storage area* is organized in terms of the three centers to be included for possible use by 40 trainees, two sections of one class or two single-section classes.

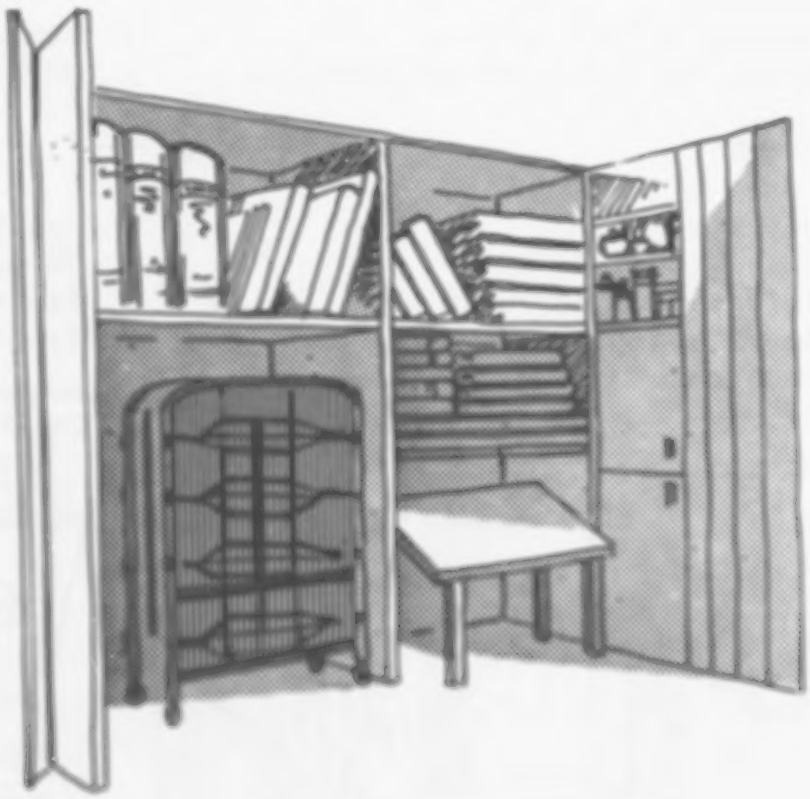
1 - Storage Center

Large items

1 Cabinet, tote tray
2 Cabinets, filing
2 Cabinets, illustrative materials
2 Storage units, magazine file
2 Cabinets, general storage
2 Cabinets, low portable
1 Book shelf, adjustable
2 Wardrobes, uniform storage for 40

Small items

40 Tote trays



9 - Laundry Center

Large items

1 Washer
1 Dryer
1 Hamper, soiled laundry
1 Storage unit
1 Sorting table
1 Double sink

Small items

1 Mop, wet
1 Mop, sponge
1 Pail
1 Mop wringer
2 Brooms
2 Drying racks

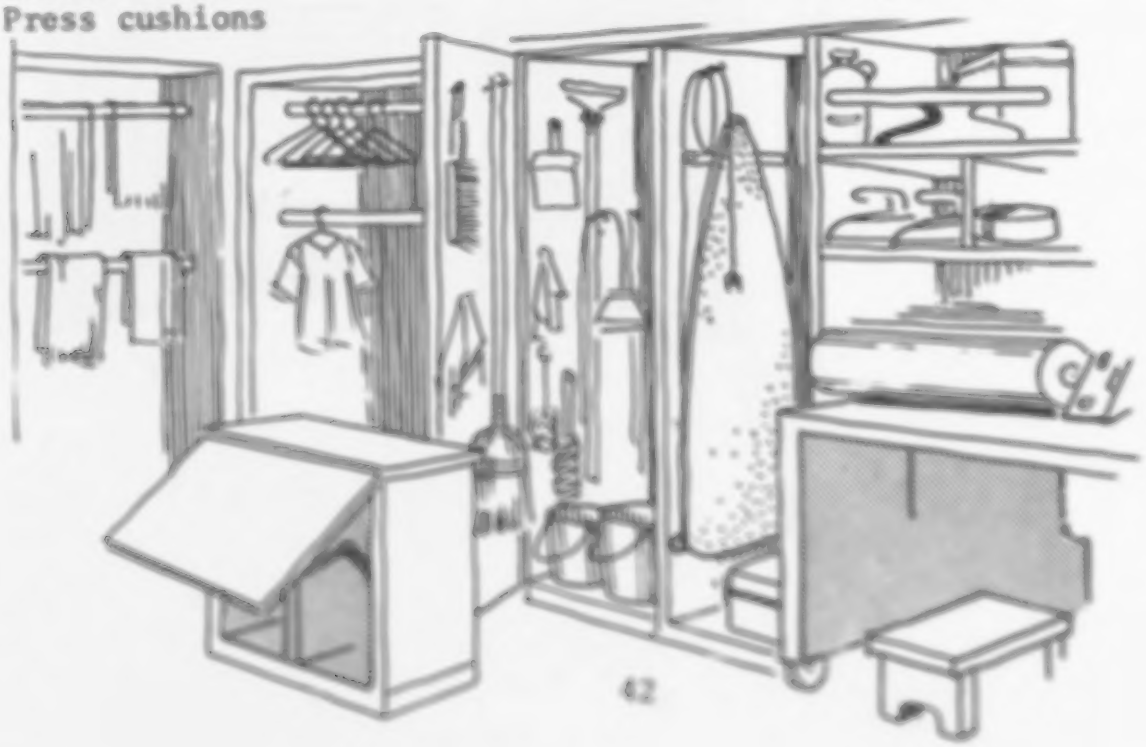
3 - Care and Repair Center

Large items

1 Ironing supply cabinet
1 Sewing machine with attachments
1 Ironer
1 Work table

Small items

1 Spot removal kit
2 Whisk brooms
2 Clothes brushes
1 Sleeve board
2 Press cushions
2 Scissors
2 Shears
2 Irons, steam-dry
2 Ironing boards



Providing for Special Needs of Trainees

The Home Economics Occupational Education curriculum provides training opportunities for selected pupils with special needs. The same facilities provided for regular trainees often are appropriate for specialized programs. Sometimes only slight adjustments may be necessary.

Examples of special features to incorporate when facilities are designed for a group of students with similar needs or adjusted in terms of the needs of a particular individual include:

Lighted chalk and tackboard area, color-coded equipment, continuous single-level counter and equipment units, depressions in counter and table tops to hold equipment items stationary, for persons with limited sight

Accoustical treatment of the room and use of receding colors, for trainees whose emotional balance may be affected by noise or vibrations

Ramps at building and room entrances and in hallways, low placement of electrical and water controls, sliding doors on cabinets and at entrances, strategically placed handrails, adjustable height and portable equipment, to accommodate persons in wheelchairs or having other physical handicaps

Selected work centers combined from two or more occupational program fields, to provide opportunity for training in basic job clusters for learners with limited ability and/or cultural and educational deprivation

Supplementing and Extending the Laboratory Area

The Home Economics Occupational Education facility ideally should provide all the instructional space and equipment needed for effective training. When this is not possible, the creative instructor will see opportunities to use facilities and resources in the community to enrich the program and supplement available facilities for the Home Economics Occupational Education program.

Some suggested community facilities for each occupational program which may be used to enrich the trainee learning experiences are shown in the accompanying chart.

CHART 3 - COMMUNITY FACILITIES TO SUPPLEMENT TRAINING IN SPECIFIC FIELDS

SELECTED TRAINING EXPERIENCES

- Examination of varying types of equipment and furnishings
- Demonstration of use of varying types of equipment
- Participation and work experience on regular job stations
- Observation of various types of services and job level responsibilities
- Explanation of models and illustrative resources

ILLUSTRATIVE COMMUNITY FACILITIES	HEOE FIELDS						
	Child Care Services	Clothing Services	Food Services	Health Services	Home Furnishings Services	Housekeeping Services	Management Services
Individual Family Homes	✓	✓	✓	✓	✓	✓	✓
Resort Centers, Hospitals, Children's Homes, Retirement Communities	✓	✓	✓	✓		✓	✓
Department Stores, Furniture and Equipment Stores, Specialty Shops, Equipment and Furniture Suppliers	✓	✓	✓	✓	✓	✓	
Hotels, Motels	✓	✓	✓			✓	✓
Rehabilitation Centers, Summer Day Camps, Boarding Camps, Centers for Handicapped Children, Private Clubs	✓		✓	✓	✓	✓	✓
Sanitariums, Nursing and Rest Homes, Homes for the Aged, Centers for Elderly and Handicapped		✓	✓	✓		✓	✓
Public and Private Nursery Schools, Day Care Centers	✓		✓	✓		✓	
Multi-unit Housing Centers	✓	✓				✓	✓
Restaurants, Cafeterias, Fast Food Service Establishments, Vending Concerns, Food Packaging and Processing Plants, School Lunch Kitchens and Dining Rooms			✓			✓	
Supermarkets, Bowling Alleys, Schools	✓		✓			✓	
Launderettes, Dry Cleaning Establishments, Tailoring Shops, Clothing Manufacturing Establishments		✓				✓	
Clinics, Doctors' Offices, Medical Centers, Health Laboratories				✓		✓	
Interior Decorating Establishments, Art Galleries, Furniture Refinishing Establishments, Museums, Home Furnishings Manufacturing Establishments, Florist Shops					✓	✓	
Red Cross Units, Social and Family Service Agencies	✓		✓	✓			✓

PART III. UTILIZATION OF FACILITIES WHEN TEACHING HEOE PROGRAMS

The Home Economics Occupational Education facility is a place where trainees, in addition to acquiring manipulative skills, will develop attitudes such as reliability, cooperation, and desirable employer-employee relationships acceptable in the world of work. Furnishings and equipment in the HEOE facility should represent those found in the majority of employment situations in order to motivate trainees toward attaining the overall goal of becoming responsible, capable wage earners in a democratic society. Occupational facilities contribute to effective training when they are:

- Planned in relation to the purposes of the occupational education program
- Arranged for optimum use of available space
- Used to implement learning in daily training experiences

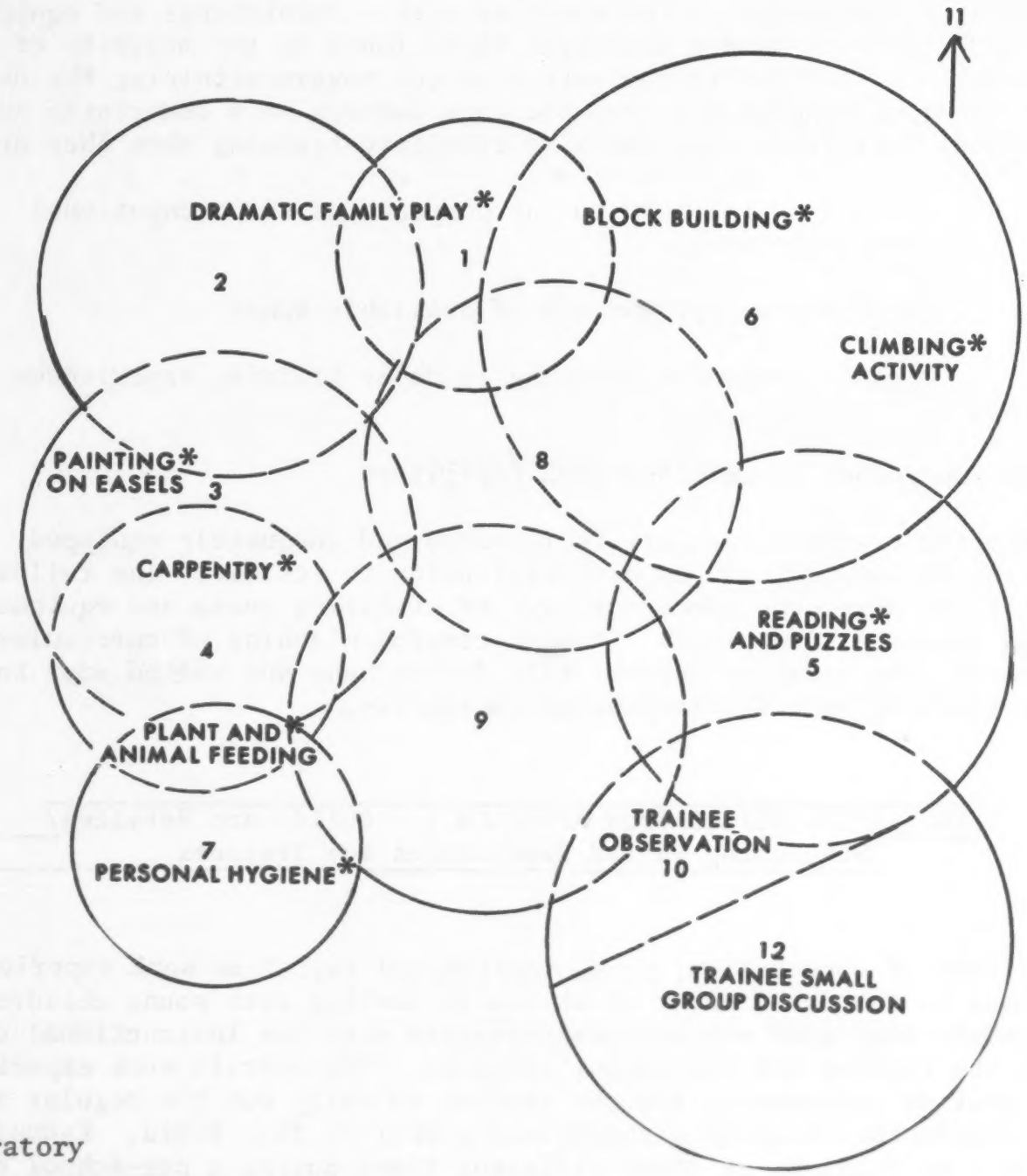
Teaching Approaches in Selected HEOE Facilities

When the training facility is flexible and adequately equipped, the instructor is limited only by his imagination in its use. The following illustrations give some ideas for ways of utilizing space and equipment in selected learning situations. Through careful planning of curricular experiences, the creative teacher will devise many and varied ways to promote learning by effective use of facilities.

/FACILITIES UTILIZATION APPROACH 1 - Child Care Services/
/Scheduling Varied Experiences for Trainees/

Periods of observation, participation, and full-time work experience contribute to the development of skills in working with young children. It is important that such experiences correlate with the instructional content of both the trainee and pre-school programs. The overall work experience should provide opportunity for the trainee to carry out the regular and varied responsibilities of a supervised worker in this field. Examples of possible work stations at three different times during a pre-school class session are presented in approaches 1a, 1b, and 1c. Single or small group experiences are in effect in both the trainee classroom and the pre-school laboratory, with trainees scheduled for participation and/or observation in each area.

First Period of Preschool Session



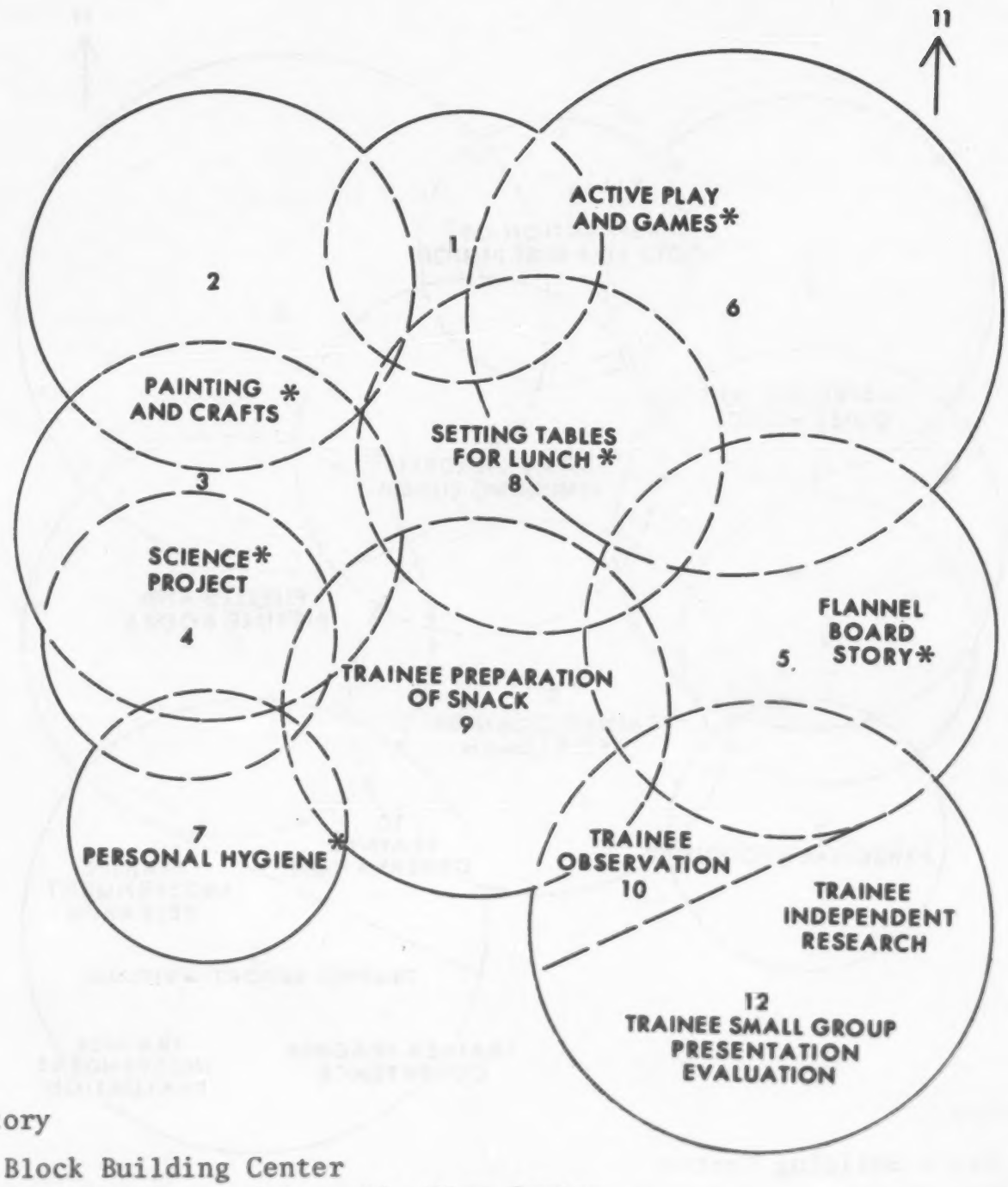
KEY

Laboratory

1 - Block Building Center
2 - Housekeeping and Dramatic Play Center
3 - Creative Arts Center
4 - Science Center
5 - Quiet Play Center
6 - Active Play Center
7 - Lavatory Center
8 - Rest Center
9 - Lunch Center
10 - Observation Center
11 - Outdoor Play Center
12 - Instructional Classroom Area

*Trainee Participation/Observation

Second Period of Preschool Session



KEY

Laboratory

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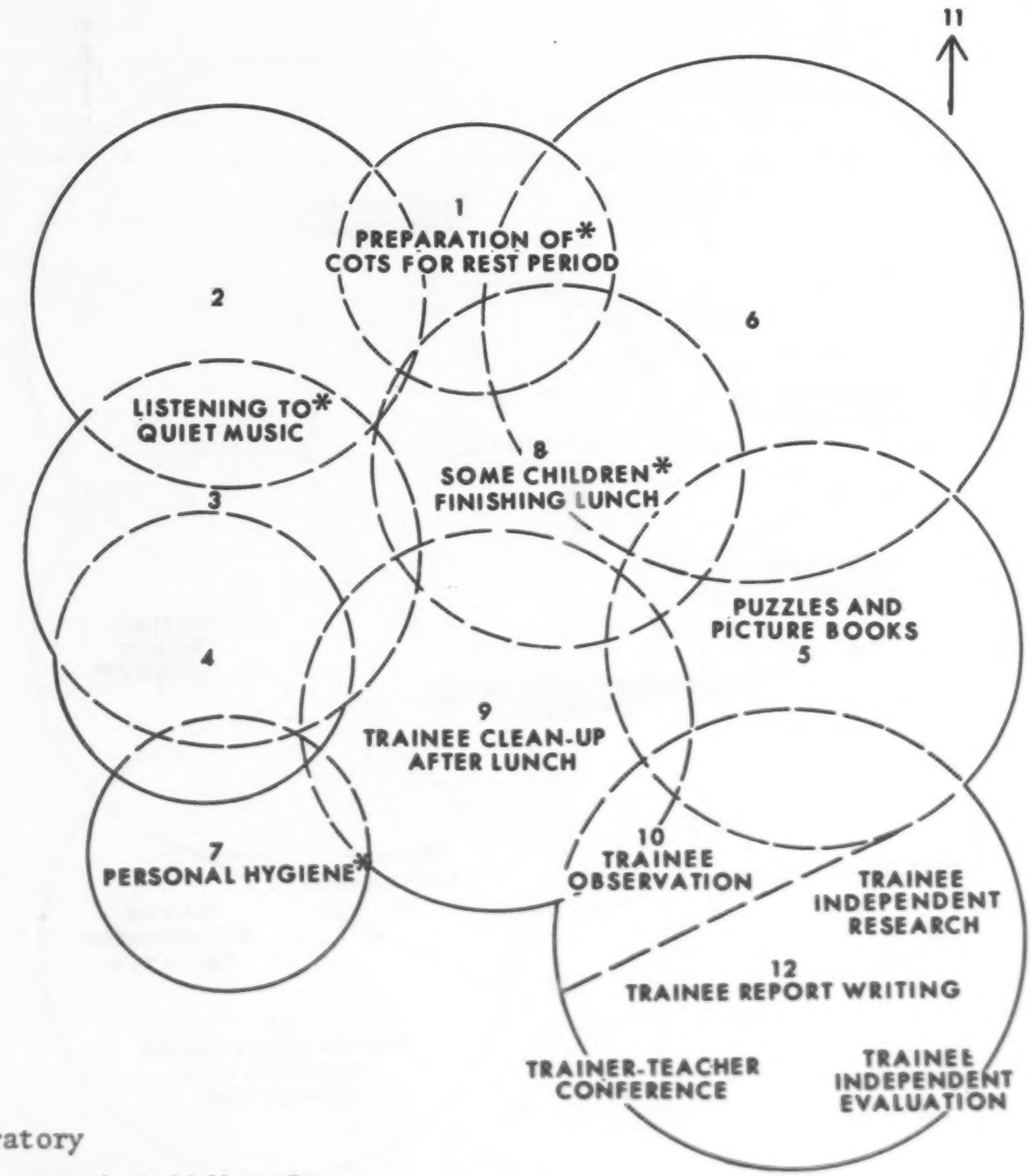
9 - Lunch Center
10 - Observation Center
11 - Outdoor Play Center
12 - Instructional Classroom Area

*Trainee Participation/Observation

Third Period of Preschool Session



KEY

Laboratory

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3 - Creative Arts Center
4 - Science Center
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9 - Lunch Center
10 - Observation Center
11 - Outdoor Play Center
12 - Instructional Classroom Area

*Trainee Participation/Observation

/FACILITIES UTILIZATION APPROACH 2 - Clothing Services /
/Directing All Work Center Activity Toward One Job Responsibility/

To promote the development of competencies for identified jobs in the Clothing Services occupational field, the flexible space and equipment suggested in this bulletin have been planned in terms of curricular content for this HEOE field. The following illustration shows one way an instructor might organize the trainee work and study stations within the Clothing Services facility to direct the learning activities of all trainees toward gaining specific competencies involved in *one* job responsibility: *Selecting and Utilizing Sewing and Pressing Equipment*. In this example, the *instructional classroom area* and the three work centers in the *laboratory area* are used simultaneously.

Incorporated Classroom Instruction Area

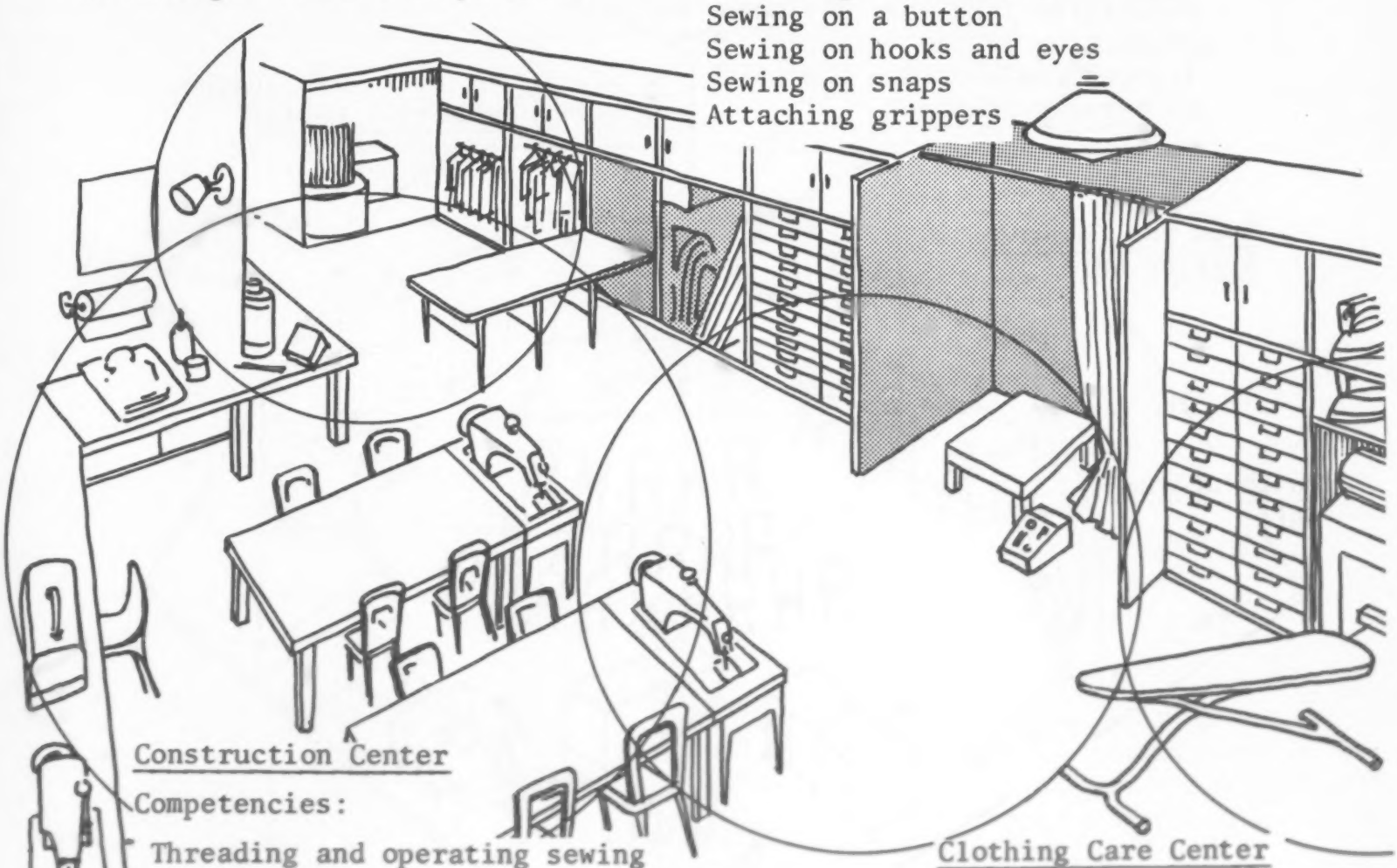
Competency:

Selecting a commercial pattern

Alteration and Grooming Center

Competencies:

Removing stitches properly
Measuring a skirt hem
Sewing on a button
Sewing on hooks and eyes
Sewing on snaps
Attaching grippers



Construction Center

Competencies:

Threading and operating sewing machine
Making minor adjustments and cleaning sewing machine
Constructing a plain seam
Putting in a hem
Using a marking device
Laying out a commercial pattern
Basting by hand
Cleaning a sewing machine

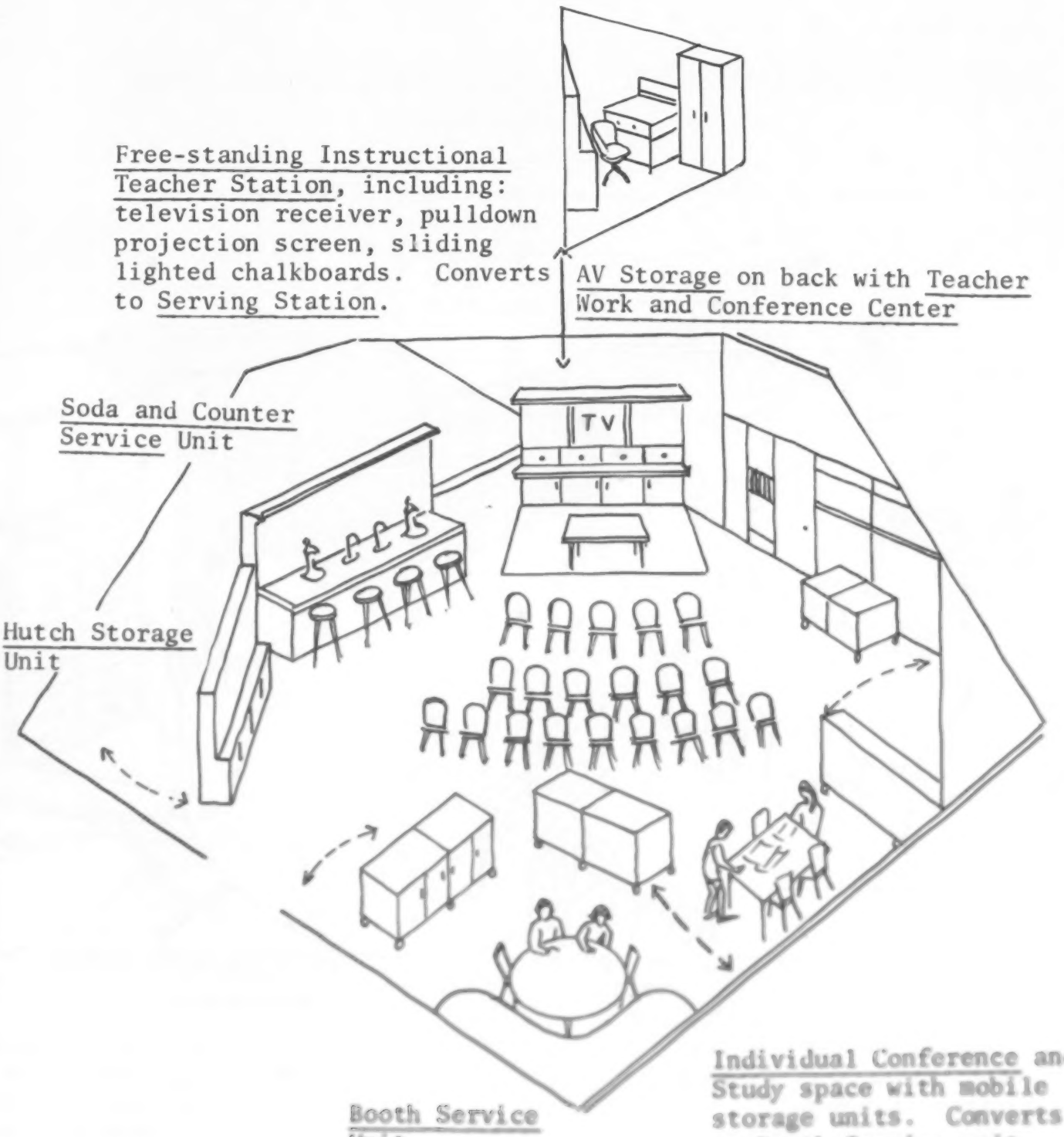
Clothing Care Center

Competencies:

Selecting pressing equipment
Preparing garments for pressing
Pressing garments by hand
Pressing garments by machine
Hanging garments to retain shape

/FACILITIES UTILIZATION APPROACH 3 - Food Services/ /Adapting the Instructional Area for Food Service/

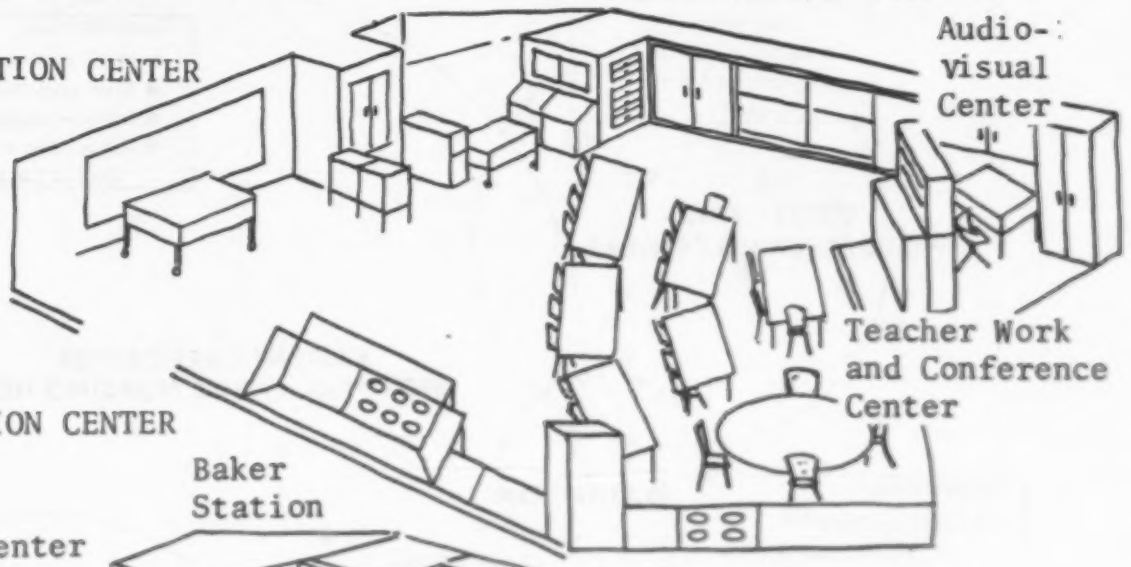
The use of carefully selected or constructed mobile equipment facilitates the use of the same space at different times for varied learning experiences in an HEOE curriculum. The illustration below depicts one way an *instructional classroom area* for the Food Services program may be arranged and rearranged for large and small group instruction and for a variety of food service situations, when many equipment items are designed to be movable and multipurpose.


Free-standing Instructional Teacher Station, including: television receiver, pulldown projection screen, sliding lighted chalkboards. Converts to Serving Station.
AV Storage on back with Teacher Work and Conference Center
TV
Soda and Counter Service Unit
Hutch Storage Unit
Booth Service Unit
Individual Conference and Study space with mobile storage units. Converts to Booth Service unit.

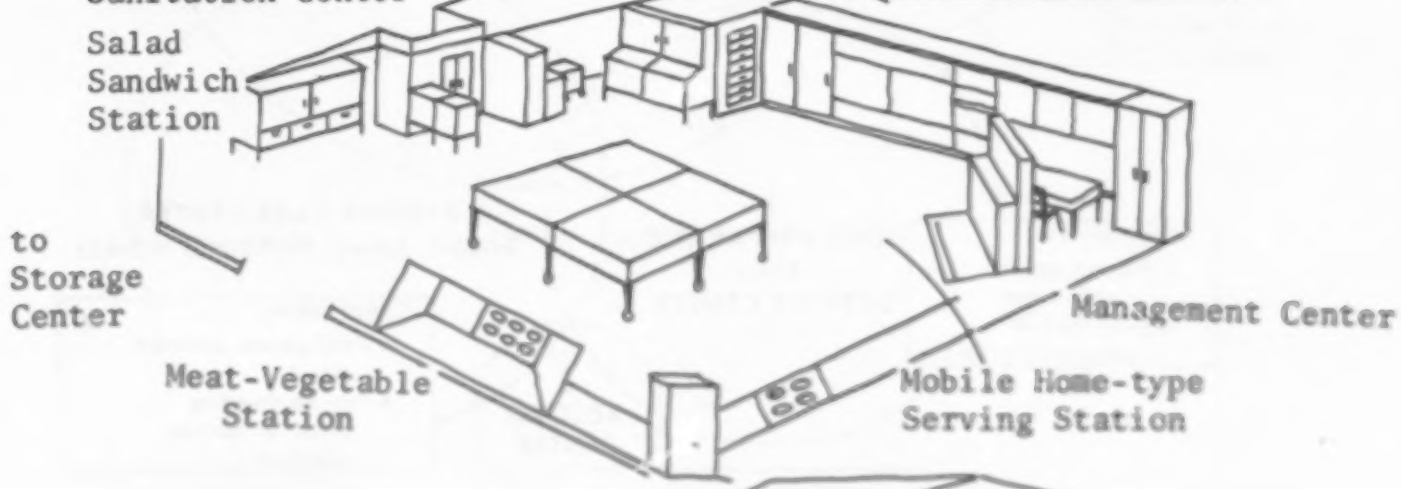
/FACILITIES UTILIZATION APPROACH 4 - Food Services /
/Arranging Mobile Equipment for Three Different Experiences/

Equipment suggested in this bulletin may be mobile or portable and combined in various ways to form a very flexible portion of a Food Services facility. Diagrams below show how such versatile equipment may be arranged to convert the same Food Services *laboratory* with a self-contained *instructional classroom area* for three possible trainee learning experiences: 1) as a Presentation Center for a guest speaker who will present a film showing various types of food service and follow with class discussion of qualities and skills desirable for food services personnel; 2) as a Preparation Center where trainees will prepare a luncheon for customer service; or 3) as a Serving Center where trainees will practice serving foods to customers.

1) AS A PRESENTATION CENTER



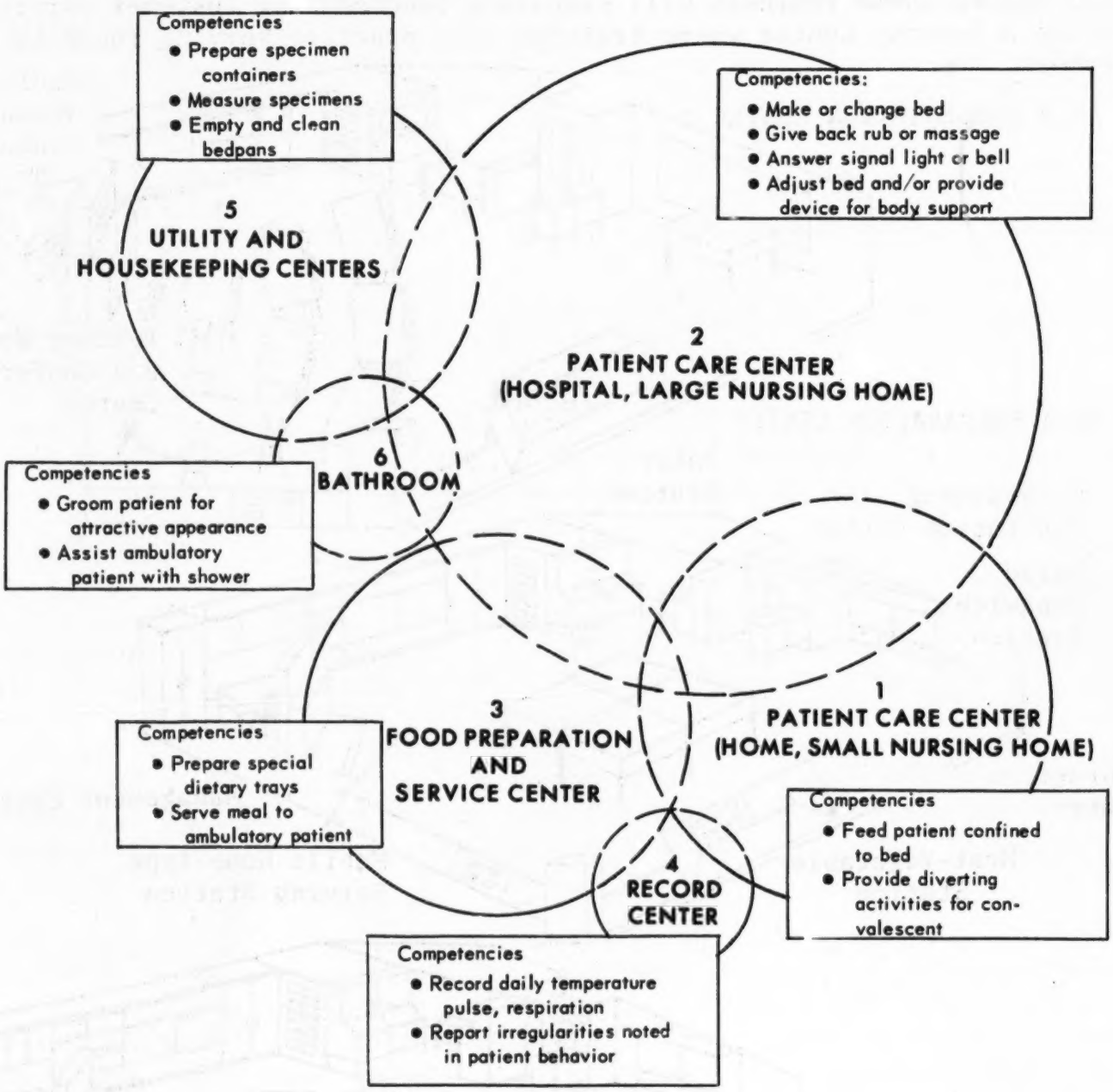
2) AS A PREPARATION CENTER



3) AS A SERVING CENTER (Folding doors may be used to conceal work stations)

/FACILITIES UTILIZATION APPROACH 5 - Health Services/ /Assigning Competency Development in Work Centers /

Space and equipment in the work centers of the *laboratory* area for each HEOE facility are designed in terms of the typical physical environment required for the performance of particular job skills. The following illustration identifies selected job competencies in the Health Services curriculum toward which practice experiences might be directed as trainees are assigned to each work center in the Health Services *laboratory*.



Using Home Economics Centers in Local Schools for Home Economics Occupational Education

The first task of any local school district is to provide a complete, well-balanced home economics program to meet the needs of children, youth, and adults in the local community. This program embraces two aspects, as follows:

> Home Economics Program Aspect 1: HOME ECONOMICS HOMEMAKING AND FAMILY LIVING EDUCATION - a general education program of instruction and guided activity for persons of all ages to promote the development of personal attitudes and values which contribute to the whole of living.
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> Home Economics Program Aspect 2: HOME ECONOMICS OCCUPATIONAL EDUCATION - a specialized program of education and training to aid in the development of attitudes and job competencies, salable on the job market, which lead individuals to find satisfying remunerative employment in entry-level occupations utilizing the knowledge and skills of the field of home economics.

Together, the two aspects form the total program, each complementing and supplementing the other. There is no need for local school personnel to consider choosing between the two aspects of the program, for they do not supplant one another. Rather, it is important to choose from EACH aspect those portions which most suitably meet the needs of persons to be served in a community or area of the State.

Under no circumstances should existing home economics centers be utilized for an HEOE program when such action will prevent scheduling of appropriate Homemaking-Family Living courses. This implies the need for careful cooperative local-State examination in terms of the size and nature of the school population, the needs of persons in the community, the type of facilities available, the financial potential of the school district, and the talents of teaching personnel. It is usually more feasible for Home Economics Occupational Education courses to be offered in an area center where adequate space and equipment can be provided in a specialized building, with costs of facilities and staffing shared by several school districts.

It is possible to utilize facilities in a local school to train youth and/or adults for selected occupations involving home economics knowledge and skills. When this type of programming is under consideration, it is important for local school authorities to seek assistance from the Bureau of Home Economics Education early in the planning stages. If an HEOE course is to be offered in the local school district, the preferred choice of facility is a separate room adjacent to the existing home economics center, which can be equipped appropriately for the chosen occupational field in the manner identified earlier in this publication. When a portion of the existing home economics center is to be used for an HEOE program, it can be more readily adapted for training in only the following occupational fields: Clothing Services, Home Furnishings Services, Housekeeping Services, and/or

Management Services. Child Care Services, Food Services, and Health Services programs require more specialized equipment and furnishings. Extensive use of supplemental facilities in the school, home, and community will be necessary.

In any case, the local facility developed for occupational education programs should include the space and equipment identified in this publication for the chosen occupational field within the three basic areas: 1) *instructional classroom area*, 2) *laboratory area*, and 3) *laundry-storage area*.

GLOSSARY OF TERMS USED IN THE BULLETIN

Competency: a specific employee behavior which is essential to performance of a job responsibility as identified for each job cluster

Equipment: all movable or installed appliance, apparatus, furnishings, accessory items which are arranged in the three basic space areas of an HEOE training facility

Facility: space used for instruction of trainees for job clusters in one of the seven occupational fields of Home Economics Occupational Education

Flexibility: freedom to adjust, rearrange, and alter the space or any aspect of the facilities as the need arises

HEOE: an abbreviation representing Home Economics Occupational Education

Instructional classroom area: space equipped for related classroom multi-sensory presentation and trainee project activity

Laboratory area: a room or space equipped to provide an opportunity for experimentation and practice in a particular occupational field

Laundry-storage area: a training area for the care of uniforms, other clothing, and linens and the storage of trainee and instructional materials

Occupational cluster: a group of jobs with different titles which involve a basic core of similar job skills and responsibilities

Related work experience: realistic activities used to provide practice in on-the-job work situations, usually in community establishments and homes

Special needs students: boys and girls with identified emotional, cultural, socioeconomic, emotional, or physical handicaps

Study carrel: small alcove for individual study preferably equipped with visual and/or listening devices

Trainee: an individual, in-school youth, out-of-school youth, and/or adult, who is enrolled in an HEOE program

Work center or training station: a location within the laboratory which has the necessary equipment and supplies for the performance of one or several tasks related to a particular job responsibility. A laboratory should include all work stations appropriate to the jobs for which training will be provided. One or more trainees may be assigned to each work station.

SELECTED SOURCES FOR FACILITIES PLANNING

The vast number of equipment companies in the country precludes the presentation of a list of such sources in this publication. Architects, builders, and various specialized firms in the community are among the sources of information relative to specific local and distant supplies. In addition, organizations representing particular professional fields or groups of manufacturers will provide information upon request about types, arrangement, and sources of equipment and furnishings relative to their fields. The following list includes some of these general sources for further exploration by local and area personnel.

American Bakers Association. 20 North Wacker Drive, Chicago, Illinois 60606.

American Dental Association. 222 East Superior Street, Chicago, Illinois 60611.

American Gas Association. 420 Lexington Avenue, New York, New York 10017.

American Geriatrics Society. 2907 Post Road, Warwick, Rhode Island 02806

American Hospital Association. 840 Lake Shore Drive, Chicago, Illinois 60611.

American Medical Association. 535 Dearborn Street, Chicago, Illinois 60605.

American National Red Cross. 17th and D Streets, N.W., Washington, D.C. 20036.

American Nurses Association. 10 Columbus Circle, New York, New York 10019.

American Nursing Home Association. 1346 Connecticut Avenue, N.W., Washington, D.C. 20036.

American Physical Therapy Association. 1790 Broadway, New York, New York 10019.

American Public Health Association. 1790 Broadway, New York, New York 10019.

American Toy Institute. 200 Fifth Avenue, New York, New York 10010.

American Vocational Association. 1010 Vermont Avenue, Washington, D.C. 20005.

Commercial Gas Cooking Appliances Association, Inc. 60 East 42nd Street, New York, New York 10017.

Cornell University. School of Hotel Management, Ithaca, New York 14850.

Instructional Materials Laboratories, Inc. 18 East 41st Street, New York, New York 10017.

Iowa State University. Ames, Iowa 50010.

National Association for Practical Nurse Education, Inc. 475 Riverside Drive, New York, New York 10032.

National Council for Homemaker Services. 1740 Broadway, New York, New York 10019.

The National Council on Hotel and Restaurant Education. 1336 Wyatt Building, 777 Fourteenth Street, N.W., Washington, D.C. 20005.

National Education Association Department of H.E. Washington, D.C. 20202.

National Restaurant Association. 1530 North Lake Shore Drive, Chicago, Illinois 60610.

National Safety Council. 425 North Michigan Avenue, Chicago, Illinois 60611.

National Society for Crippled Children and Adults. 11 South LaSalle Street, Chicago, Illinois 60603.

New York Neighborhood Cleaners Association. 116 East 27th Street, New York, New York 10003.

New York State Public Health Association. 84 Holland Avenue, Albany, New York 12208.

Play Schools Association. 41 West 57th Street, New York, New York 10019.

United States Department of Health, Education and Welfare. Government Printing Office, Supt. of Documents, Washington, D.C. 20502.

University of Illinois. Extension Service and Home Economics, Urbana, Illinois 61803.

Two Department publications relative to planning and using Home Economics Homemaking Family Living facilities are being developed.

New York State Education Department. *Planning and equipping the home economics center.* Bureau of Secondary Curriculum Development, The State Education Department, Albany, New York 12224.

_____. *Using home economics facilities as tools for learning.* Division of Educational Facilities Planning, The State Education Department, Albany, New York 12224.